

LEGISLATIVE AUDITOR

05 JUL -05

ST. HELENA PARISH POLICE JURY

Greensburg, Louisiana

FINANCIAL STATEMENTS AND AUDITOR'S REPORTS

As Of And For The Year Ended December 31, 2004

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7-20-05

Anthony B. Baglio, C.P.A.
A Professional Accounting Corporation
Hammond, Louisiana

St. Helena Parish Police Jury
Greensburg, Louisiana

FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2004
WITH SUPPLEMENTARY INFORMATION

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Greensburg, Louisiana

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Greensburg, Louisiana

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St. Helena Parish Police Jury
Greensburg, Louisiana

Management Discussion and Analysis

St. Helena Parish Police Jury
Greensburg, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the St. Helena Parish Police Jury, Greensburg, Louisiana, we offer readers of the Police Jury's financial statements this narrative overview and analysis of the financial activities of the Police Jury for the fiscal year ended December 31, 2004. This management discussion and analysis ("MD&A") is designed to provide an objective and easy to read analysis of the St. Helena Parish Police Jury's financial activities based on currently known facts, decisions, or conditions. It is intended to provide readers with a broad overview of the Police Jury's finances. It is also intended to provide readers with an analysis of the Police Jury's short-term and long-term activities based on information presented in the financial report and fiscal policies that have been adopted by the Police Jury. Specifically, this section is designed to assist the reader in focusing on significant financial issues, provide an overview of the St. Helena Parish Police Jury's financial position (its ability to address the next and subsequent year challenges), identify any material deviations from the financial plan (the approved budget), and identify individual fund issues or concerns.

This is the first year that the Police Jury has presented its financial statements under the new reporting model required by the Governmental Accounting Standards Board Statement Number 34. Because this new reporting model changes significantly not only the presentation of financial data, but also the manner in which the information is recorded, prior year comparative information for this reporting period's MD&A has not been included. The omission of their comparative information is unavoidable and unfortunately puts the reader in a less than desirable position. In preparing the information summarized below, we have tried to keep in mind this disadvantage by expanding on the narrative with our opinion of the changes from one year to the next.

As with other sections of this financial report, the information contained within this MD&A should be considered only a part of a greater whole. The readers of this statement should take time to read and evaluate all sections of this report, including the footnotes and the other Required Supplemental Information ("RSI") that is provided in addition to this MD&A.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the St. Helena Parish Police Jury's financial statements. The St. Helena Parish Police Jury's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The *government-wide* financial statements are designed to provide readers with a broad overview of the St. Helena Parish Police Jury's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the St. Helena Parish Police Jury's assets and liabilities using the accrual basis of accounting, the difference between the assets and liabilities is reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the St. Helena Parish Police Jury is improving or deteriorating.

St. Helena Parish Police Jury
Greensburg, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

Both of the government-wide financial statements distinguish functions of the St. Helena Parish Police Jury that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the St. Helena Police Jury include general government, public safety, public works, cultural and recreation, health and welfare, and economic development. The St. Helena Parish Police Jury does not at this time have any business-type activities.

The government-wide financial statements include not only the St. Helena Parish Police Jury itself (known as the primary government), but also a legally separate fire district, hospital district, a water works district, two recreation and park districts, and a tourism district, for which the Police Jury is financially accountable. Financial information for these component units is reported separately from the financial information presented for the primary government itself.

The government-wide financial statements can be found on pages 14-15 of this report.

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for a specific activities or objectives. The St. Helena Police Jury, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Police Jury can be divided into two categories: governmental funds, and fiduciary funds.

Governmental Funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, government fund financial statement focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because of the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term effects of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The St. Helena Police Jury maintains 30 individual governmental funds. Information is presented separately in the governmental fund statements of revenues, expenditures, and changes in fund balances

St. Helena Parish Police Jury
Greensburg, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS

for the General, Road, Building and Maintenance, Health Unit, Solid Waste, and Communication System funds, each of which are considered to be major funds. Data from the other 25 governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements elsewhere in this report.

The St. Helena Parish adopts an annual appropriated budget for its general and special revenue funds. Budgetary comparison statements for the major funds have been provided herein to demonstrate compliance with those budgets.

The basic governmental fund financial statements can be found on pages 16 and 18 of this report.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are reflected in the government-wide financial statements because the resources of those funds are *not* available to support the St. Helena Parish Police Jury's own programs.

The basic fiduciary fund financial statements can be found on pages 20-21 of this report.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 23-48 of this report.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain supplementary information. This includes the combining and individual fund statements and schedules can be found on pages 57-69 of this report.

Government-Wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. The St. Helena Parish Police Jury's assets exceeded its liabilities by \$6,294,934 at the close of the most recent fiscal year.

One of the largest portions of the St. Helena Parish Police Jury's net assets (46.93 percent) reflects its investment in capital assets (e.g., land, buildings, machinery and equipment, and infrastructure), less any related debt used to acquire those assets that are still outstanding. The St. Helena Parish Police Jury uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the St. Helena Parish Police Jury's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

At the end of the current fiscal year, the St. Helena Parish Police Jury is able to report positive net asset balances in both the government-wide and governmental activities. The same situation held true for the prior fiscal year.

St. Helena Parish Police Jury
Greensburg, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS

As this is the first year of implementation of GASB 34 for the St. Helena Parish Police Jury, data from 2003 has not been presented. A comparative analysis of government-wide data will be presented in future years when information is available.

St. Helena Parish Police Jury's Net Assets

	Total Governmental Activities <u>2004</u>
Current and other assets	\$3,724,840
Capital assets, Net	<u>3,856,011</u>
Total assets	\$7,580,851
Long-term liabilities outstanding	896,937
Other liabilities	<u>388,980</u>
Total liabilities	1,285,917
Net Assets Invested in capital assets, Net of related debt	2,954,275
Restricted	27,907
Unrestricted	<u>3,312,752</u>
Total net assets	<u>\$6,294,934</u>

An additional portion of the St. Helena Parish Police Jury's net assets (.44 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net assets* (52.63 percent or \$3,312,752) may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current year, the St. Helena Parish Police Jury is able to report positive balances in the primary government net assets.

The government's net assets increased by \$1,051,223 during the current fiscal year. This growth largely is due the federal and state grants received during the fiscal year ending December 31, 2004 to construct various infrastructures, as well as purchase equipment.

St. Helena Parish Police Jury
Greensburg, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS

St. Helena Parish Police Jury's Changes in Net Assets

	Total Governmental Activities <u>2004</u>
Revenue	
Program revenue:	
Charges for services	\$ 217,977
Operating grants and contributions	170,329
Capital Grants and contributions	856,191
General revenue:	
Property taxes	932,313
Sales Taxes	925,078
Gaming Revenues	687,230
Severance Taxes	543,985
Other	<u>176,411</u>
Total revenue	<u>\$4,509,514</u>
Expenses	
General government	975,320
Public safety	341,266
Public Works	1,849,071
Cultural and recreation	14,142
Health and welfare	185,852
Economic development	23,691
Payments to component units	24,810
Interest on debt	<u>44,139</u>
Total Expenses	<u>3,458,291</u>
 Increase in net assets	 1,051,223
 Net assets-beginning of year	 <u>5,243,711</u>
 Net assets-end of year	 <u>\$6,294,934</u>

Governmental activities increased the St. Helena Parish Police Jury's net assets by \$1,051,223. Key elements of this increase are as follows:

Gaming revenues increased by \$29,718 (4.5 percent) during the year.

Severance tax increased by \$122,397 (29.03 percent) for 2004

Federal and state operating and capital grants increased by \$721,691 in 2004 due to various capital projects for which federal and state grants were awarded.

St. Helena Parish Police Jury
Greensburg, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS

Revenues by Source:

	<u>Percentages</u>
Charges for Services	4.83
Operating Grants and Contributions	3.78
Capital Grants and Contributions	18.99
Property Taxes	20.67
Sales Taxes	20.51
Gaming Revenues	15.24
Severance Taxes	12.06
Other	<u>3.92</u>
Total	<u>100.00%</u>

Financial Analysis of the Government's Funds

As noted earlier, the St. Helena Parish Police Jury uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the St. Helena Parish Police Jury's *governmental funds* is to provide information on near-term inflow, outflows, and balances of *spendable* resources. Such information is useful in assessing the St. Helena Parish Police Jury's financing requirements. In particular, *unreserved fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the St. Helena Parish Police Jury's governmental funds reported combined ending fund balances of \$3,340,659, an increase of \$147,982. Approximately 99 percent of this total amount (\$3,312,752) constitutes *unreserved fund balance*, which is available for spending at the government's discretion. The remainder of fund balance is reserved to indicate that it is not available for new spending because it has already been committed 1) to pay debt service (\$2,758), 2) for capital projects (\$25,149).

The general fund is the main operating fund of the St. Helena Parish Police Jury. At the end of the current fiscal year, unreserved fund balance of the general fund was \$934,909. As a measure of the general fund's liquidity, it may be useful to compare unreserved fund balance to total fund expenditures. Unreserved fund balance represents 59 percent of total general fund expenditures and transfers out.

The fund balance of the St. Helena Parish Police Jury's general fund increased by \$128,425 during the current fiscal year. This is primarily attributable to growth in Gaming revenue, license and permits, and severance tax revenues.

The Road Building & Maintenance Fund had an increase in fund balance for the current year of \$39,676, for an ending total of \$312,325. The increase is attributed in part to an increase in transfers in from the general fund.

St. Helena Parish Police Jury
Greensburg, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Health Unit Fund has a decrease in fund balance for the current year of \$6,456, for an ending total of \$436,456. The decrease was primarily the result of the decrease in rent income.

The Solid Waste Fund has a total fund balance of \$224,893, which decreased by \$80,232 during the year. This decrease is the result of a decrease in sales tax revenue for the year.

The Communications System has an increase in fund balance for the current year of \$25,147, which is also the total ending fund balance. The increase is the result of transfers from other funds to set aside monies to purchase communication equipment for the parish.

Major Fund Budgetary Highlights

Differences between the original and final amended budgets of the major funds budgeted for expenditures resulted in an increase of \$511,483 in appropriations. The three largest increases in the budget during the year was to capital outlays (\$145,169), loans made to other funds (\$85,889), and transfers out to other funds (\$63,658).

During the year, general, road building and maintenance, and Health Unit funds' revenues exceeded budgetary estimates and expenditures were less than the amended budget, resulting in an actual increase in fund balances that exceeded the final amended budget amounts.

The amended budgeted expenditures for the Solid Waste Fund increased over the originally budgeted expenditures by \$23,053. The increase in expenditures is a result of the rising cost of garbage collection.

Capital Assets and Debt Administration

Capital assets. The St. Helena Parish Police Jury's investment in capital assets for its governmental activities as of December 31, 2004, amounted to \$3,856,011 (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, buildings and improvements, machinery and equipment, and infrastructure. The total increase in the St. Helena Parish Police Jury's investment in capital assets for the current fiscal year was 27.4 percent. Major capital asset events during the current fiscal year included the following:

Various capital assets have been purchased in the governmental funds \$1,140,812

St. Helena Parish Police Jury's Changes in Net Assets

	<u>Governmental Activities</u>
Land	\$ 144,402
Construction in Progress	532,125
Buildings and Improvements	1,586,364

St. Helena Parish Police Jury
Greensburg, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS

Machinery and equipment	1,578,446
Infrastructure	<u>14,674</u>
Total	<u>\$3,856,011</u>

Additional information on the St. Helena Parish Police Jury's capital assets can be found in note 6 on pages 34-35 of this report.

Long-term debt. At the end of the current fiscal year, the St. Helena Parish Police Jury had total debt outstanding of \$896,937. Of this amount \$509,500 comprises debt backed by the full faith and credit of the government. The remainder of the St. Helena Parish Police Jury's debt represents leases, previous judgments, and compensated absences.

St. Helena Parish Police Jury's Outstanding Debt
General obligation bonds and Certificate of Indebtedness

	<u>Governmental</u> <u>Activities</u>
General obligation bonds	\$381,000
Certificate of Indebtedness	128,500

The St. Helena Parish Police Jury's bonded debt decreased by \$28,500 (5.3 percent) during the current fiscal year, with no new bonded debt issuances.

State statutes limit the amount of general obligation debt a governmental entity may issue to 10 percent of its total assessed valuation. The current debt limitation for the St. Helena Parish Police Jury is \$4,682,841, which is significantly in excess of the St. Helena Parish Police Jury's general obligation debt.

Additional information on the St. Helena Parish Police Jury's long-term debt can be found in note 13 on pages 41-43 of this report.

Economic Factors and Next Year's Budgets and Rates

The following factors were considered in preparing the St. Helena Parish Police Jury's budget for the 2005 fiscal year:

The two major revenue sources for the general fund are gaming revenues and severance tax. These two revenues make up approximately 81% of total General Fund revenues. Gaming Revenues increased approximately \$25,000 between 2003 and 2004 and have been budgeted for 2005 at \$675,000. Severance tax increased \$93,000 in 2004 to \$528,752 which returned it to the level it was at in 2001 and 2002. Severance tax was budgeted at \$500,000 for 2005.

Expenditures for garbage collection continue to exceed anticipated revenues received from sales tax. For the fiscal year ending December 31, 2005 shortfalls are anticipated.

St. Helena Parish Police Jury
Greensburg, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS

Request for Information

This financial report is designed to provide a general overview of the St. Helena Parish Police Jury's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed Deborah Strickland, Secretary-Treasurer of the St. Helena Parish Police Jury, 17911 Hwy 37 North, Greensburg, Louisiana, 70441.

St. Helena Parish Police Jury
Greensburg, Louisiana

Independent Auditor's Report

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INDEPENDENT AUDITOR'S REPORT

To The St. Helena Parish Policy Jury
Greensburg, Louisiana

I have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the St. Helena Parish Police Jury (hereinafter referred to as "Police Jury") as of and for the year ended December 31, 2004, which collectively comprises the Police Jury's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Police Jury's management. My responsibility is to express opinions on these financial statements based on my audit. I did not audit the financial statements of the following discretely presented component units, the St. Helena Parish Hospital Service District No. 1, St. Helena Parish Fire District No. 4, St. Helena Recreation and Parks District, St. Helena Parish Tourist Commission, and the St. Helena 5th Ward Recreation District which represents 53%, 2% and 99%, respectively, of the assets, net assets, and revenues of the aggregate discretely presented component units. The St. Helena Hospital Service District No. 1 financial statements were audited by other auditors whose report thereon has been furnished to me and my opinion, insofar as it relates to the amounts included for the St. Helena Hospital Service District No. 1, is based on the report of the other auditors.

Except as discussed in the following paragraph I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit and the report of other auditors provide a reasonable basis for my opinions.

The financial statements of the following discretely presented component units, St. Helena Parish Fire District No. 4, St. Helena Recreation and Parks District, St. Helena Parish Tourist Commission, and the St. Helena 5th Ward Recreation District have not been audited, and I am not engaged to audit their financial statements as part of my audit of the Policy Jury's basic financial statements. Their financial activities are included in the Policy Jury's basis financial statements as discretely presented components units and represent 12%, 4% and 10%, of the assets, net assets, and revenues, respectively, of the Police Jury's aggregate discretely presented components units.

In my opinion, based on my audit and the report of other auditors, except for the effects of such adjustments, if any, as might have been determined to be necessary had the above component units financial statements been audited, the financial statements referred to above present fairly, in all material respects, the financial position of the aggregate discretely presented component units for the Policy Jury as of and for the year ended December 2004 in conformity with accounting principles generally accepted in the United States of America.

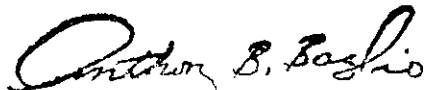
In addition, in my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information for the Police Jury, Greensburg, Louisiana as of and for the year ended December 31, 2004 in conformity with accounting principles generally accepted in the United States of America.

As described in Note 28, the Police Jury, Greensburg, Louisiana has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements-and Management Discussion and Analysis-for State and Local Governments*, as amended and interpreted, as of January 1, 2004.

In accordance with *Government Auditing Standards*, I have issued my report dated June 29, 2005 on my consideration of the Police Jury's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to described the scope of my testing of internal control over financial reporting and compliance and the results of that testing and not to provide and opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering the results of my audit.

The management's discussion and analysis on pages 2 through 10, and budgetary comparison information on pages 49 through 56 are not a required part of the basic financial statements but are supplementary information required by accounting principals generally accepted in the United States of America. I and the other auditors have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the required supplementary information. However, I did not audit the information and express no opinion on it.

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Police Jury's, Greensburg, Louisiana basic financial statements. The combining and individual non-major fund financial statements and supplemental information schedules are presented for the purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements of the Police Jury, Greensburg, Louisiana. The combining and individual non-major fund financial statements and the schedule of expenditures of federal awards have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.



Anthony B. Baglio, CPA
Hammond, Louisiana
June 29, 2005

St. Helena Parish Police Jury
Greensburg, Louisiana

Basic Financial statements

Government-Wide Financial Statements

St. Helena Parish Police Jury

Statement of Net Assets
December 31, 2004

	PRIMARY GOVERNMENTAL GOVERNMENTAL ACTIVITIES	DISCRETELY PRESENTED COMPONENT UNITS
ASSETS		
Cash and cash equivalents	\$ 2,034,904	\$ 729,779
Investments	300,000	
Receivables (net of allowances for uncollectibles)	1,379,936	768,477
Accounts Receivable Other		288,838
Supplies Inventory		253,684
Due from component units	10,000	
Prepaid Insurance		105,698
Restricted assets		505,039
Other Assets		5,613
Capital assets (net)	3,856,011	5,691,219
TOTAL ASSETS	\$ 7,580,851	\$ 8,348,347
LIABILITIES		
Accounts, salaries, and other payables	\$ 142,680	\$ 1,518,734
Due to component units		10,000
Interest Payable	4,799	38,369
Customer Deposits		52,119
Other liabilities	33,931	7,300
Deferred Revenues	207,570	682,866
Long-term liabilities:		
Due within on year	122,811	518,953
Due in more than one year	774,126	3,018,070
TOTAL LIABILITIES	\$ 1,285,917	\$ 5,846,411
NET ASSETS		
Invested in capital assets, net of related debt	2,954,275	2,447,084
Restricted for:		
Debt Service and Capital projects	27,907	390,813
Unrestricted	3,312,752	(335,961)
TOTAL NET ASSETS	\$ 6,294,934	\$ 2,501,936

The accompanying notes are an integral part of these statements

Statement B

St. Helena Parish Police Jury

Statement of Activities
For the Year Ended December 31, 2004

					Primary Government Governmental Activities	Discretely Presented Component Units
		Program Revenues			Net (Expense)	Net (Expense)
		Operating			Revenue and	Revenue and
		Charges for	Grants and	Capital Grants &	Changes in	Changes in
	(Expenses)	Services	Contributions	Contributions	Net Assets	Net Assets
Functions/Programs-Primary Government						
Governmental Activities						
General government	\$ (975,320)	\$ 135,788	\$ 9,900	\$ -	\$ (829,632)	
Public safety	(341,266)	66,707	33,177	292,056	50,674	
Public works	(1,849,071)	6,900	127,252	526,325	(1,188,594)	
Cultural and recreation	(14,142)	-	-	-	(14,142)	
Health and welfare	(185,852)	6,176	-	-	(179,676)	
Economic development	(23,691)	2,406	-	-	(21,285)	
Matching funds from other governments				13,000	13,000	
Payments to component units	(24,810)	-	-	24,810	-	
Interest on long-term debt	(44,139)	-	-	-	(44,139)	
Total Primary Government	<u>\$ (3,458,291)</u>	<u>\$ 217,977</u>	<u>\$ 170,329</u>	<u>\$ 856,191</u>	<u>\$ (2,213,794)</u>	<u>-</u>
Discretely Presented Component Units	<u>\$ (9,450,937)</u>	<u>\$ 8,093,735</u>	<u>\$ 1,000</u>			<u>\$ (1,356,202)</u>
General Revenues:						
Property taxes					932,313	577,014
Alcoholic taxes					9,029	
Sales taxes					925,078	
Fire Insurance Rebates						4,772
State Grants						2,166
Gaming revenues					687,230	
State Revenue Sharing					73,440	
Serverance Taxes					543,985	
Royalties					2,105	
Loss on Sale of Assets					(22,096)	(581)
Investment earnings					59,554	22,349
Loss on Discontinued Operations						(7,889)
Gain on Extinguishment of Debt						1,813,475
Transfer of Assets to Component Units						24,810
Other general revenues					<u>54,379</u>	<u>3,650</u>
Total general revenues and transfers					3,265,017	2,439,766
Change in Net Assets					1,051,223	1,083,564
Net assets-beginning					<u>5,243,711</u>	<u>1,418,372</u>
Net assets-ending					<u>\$ 6,294,934</u>	<u>\$ 2,501,936</u>

The accompanying notes are an integral part of these statements

St. Helena Parish Police Jury
Greensburg, Louisiana

Basic Financial Statements

Governmental Fund Financial Statements

St. Helena Parish Police Jury
Balance Sheet, Governmental Funds
December 31, 2004

	Major Funds					Other Governmental Funds	Total Governmental Funds
	General Fund	RBM Fund	Health Unit Fund	Solid Waste Fund	Communications Fund		
ASSETS							
Cash and cash equivalents	\$ 674,412	\$ 100,033	\$ 3,792	\$ 138,222	\$ 217,927	\$ 900,518	\$ 2,034,904
Investments		300,000					300,000
Receivables (net of allowances for uncollectibles)	345,665	248,460	142,346	71,476		571,989	1,379,936
Due from other funds	31,104	1,957		60,000		30,850	123,911
Due from component units	10,000						10,000
TOTAL ASSETS	1,061,181	350,450	446,138	269,698	217,927	1,503,357	3,848,751
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payables	48,485	20,858	4,523	44,805	210	23,799	142,680
Due to other funds	60,000	11,337				52,574	123,911
Due to component units							-
Deferred revenues	15,000				192,570		207,570
Other liabilities	2,787	5,930	5,159			20,055	33,931
Total Liabilities	126,272	38,125	9,682	44,805	192,780	96,428	508,092
Fund balances:							
Reserved for:							
Capital projects					25,147	2	25,149
Debt services						2,758	2,758
Unreserved, reported in:							
General Fund	934,909						934,909
Special revenue funds		312,325	436,456	224,893		1,404,169	2,377,843
Capital projects funds					-		-
TOTAL FUND BALANCE	934,909	312,325	436,456	224,893	25,147	1,406,929	3,340,659
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,061,181	\$ 350,450	\$ 446,138	\$ 269,698	\$ 217,927	\$ 1,503,357	\$ 3,848,751

The accompanying notes are an integral part of these statements

Statement D

St. Helena Parish Police Jury

**Reconciliation of The Governmental Funds Balance Sheet
to The Government-Wide Financial Statement of Net Assets**

December 31, 2004

Amounts reported for governmental activities in the Statement of Net Assets are different because:

Fund Balances, Total Governmental Funds (Statement C)	\$	3,340,659
---	----	-----------

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.

Governmental Capital Assets	6,116,510	
Less Accumulated depreciation	<u>(2,260,499)</u>	
		3,856,011

Interest payable used in the governmental activities are not payable from current resources and therefore are not reported in the governmental funds	(4,799)
--	---------

Long-term liabilities including bonds payable are not due and payable in the current period and, therefore, are not reported in the governmental funds.

Compensated absences	(76,901)	
Notes and loans payable	(509,500)	
Capital Leases	(187,025)	
Other	<u>(123,511)</u>	
		(896,937)

Net Assets of Governmental Activities (Statement A)	\$	<u>6,294,934</u>
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The accompanying notes are an integral part of these statements

St. Helena Parish Police Jury
GOVERNMENTAL FUNDS
Statement of Revenues, Expenditures
and Changes in Fund Balances
For the Year Ended December 31, 2004

	Major Funds						Total Governmental Funds
	General Fund	RBM Fund	Health Unit Fund	Solid Waste Fund	Communi- cations Fund	Other Governmental Funds	
REVENUES							
Taxes:							
Ad valorem	\$ 78,769	\$ 159,979	\$ 139,181	\$	\$	\$ 554,384	\$ 932,313
Sales and use		462,539		462,539			925,078
Other taxes, penalties, interest, etc.	9,029						9,029
Licenses and permits	123,168	6,900					130,068
Intergovernmental revenues:							-
Federal grants	167,919				157,314		325,233
State funds:							-
Parish transportation funds		127,252					127,252
State revenue sharing (net)	6,244	13,285	7,785			46,126	73,440
Gaming Revenues	687,230						687,230
Other State Funds	543,985					551,135	1,095,120
Contributions from Local Governments					13,000		13,000
Fees, charges, and commissions for services	176					72,687	72,863
Fines and forfeitures	4,150					2,490	6,640
Rents and Royalties	2,105		6,000			2,406	10,511
Investment earnings	18,373	3,171	9,129	5,439		23,442	59,554
Other revenues	29,654	100	-			24,625	54,379
On Behalf Payment	9,900						9,900
Total Revenues	1,680,702	773,226	162,095	467,978	170,314	1,277,295	4,531,610
EXPENDITURES							
General government	890,963		5,159		422	25,735	922,279
Public safety	202,087					61,235	263,322
Public works	-	792,157		548,210	119	398,031	1,738,517
Cultural and recreation	2,785						2,785
Health and welfare	2,250		157,566				159,816
Community development							-
Economic development	23,105					502	23,607
Payments to component units	-					24,810	24,810
Debt service	26,002					133,309	159,311
Capital outlay	203,570	3,493			170,626	763,122	1,140,811
Other						-	-
On Behalf Payments	9,900						9,900
Total Expenditures	1,360,662	795,650	162,725	548,210	171,167	1,406,744	4,445,158
Excess (Deficiency) of Revenues Over (Under) Expenditures	320,040	(22,424)	(630)	(80,232)	(853)	(129,449)	86,452
OTHER FINANCING SOURCES (USES)							
Transfers in	18,517	62,100			26,000	198,304	304,921
Transfers out	(211,632)		(5,826)			(87,463)	(304,921)
Capital leases						36,030	36,030
Sale of capital assets	1,500					24,000	25,500
Total Other Financing Sources and Uses	(191,615)	62,100	(5,826)	-	26,000	170,871	61,530
Net Change in Fund Balance	128,425	39,676	(6,456)	(80,232)	25,147	41,422	147,982
Fund balances -- beginning	806,484	272,649	442,912	305,125	-	1,365,507	3,192,677
Fund balances -- ending	\$ 934,909	\$ 312,325	\$ 436,456	\$ 224,893	\$ 25,147	\$ 1,406,929	\$ 3,340,659

The accompanying notes are an integral part of these statements

St. Helena Parish Police Jury

**Reconciliation of The Statement of Revenues, Expenditures,
and Changes in Fund Balances of Governmental Funds
To the Statement of Activities
For the Year Ended December 31, 2004**

Amounts reported for governmental activities in the Statement of Activities are different because:

Net Change in Fund Balances, Total Governmental Funds (Statement E)	\$	147,982
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Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

Capital Outlays	1,140,811	
Depreciation expense	<u>(263,615)</u>	
		877,196

The net effect of transactions involving the sale of capital assets is to decrease net assets:

Proceed from Sale of Assets	25,500	
Cost of assets sold	68,896	
Accumulated Depreciation	<u>(21,300)</u>	
Basis in Assets Sold	<u>47,596</u>	
Loss on sale of assets		(22,096)

The issuance of long-term debt (bonds, leases, etc.) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Lease Obligation proceeds	(36,030)	
Repayment of principal	<u>119,971</u>	
		83,941

In the Statement of Activities, certain operating expenses-compensated absences (vacation and sick leave) - are measured by the amounts earned during the year.

In the governmental funds, (essentially, the amounts actually paid). The year vacation and sick time earned exceeded the amounts used by \$5,501.

(5,501)

Interest Expense reported in the statement of activities does not require the use of current financial resources and is therefore not reported as expenditures in governmental funds.

(4,799)

When recognizing the sale of capital assets, the governmental funds report the total proceeds of the sale. Only the gain or loss on the sale is reported on the Statement of Net Assets.

(25,500)

Change in Net Assets of Governmental Activities (Statement B)	\$	<u><u>1,051,223</u></u>
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The accompanying notes are an integral part of these statements

St. Helena Parish Police Jury
Greensburg, Louisiana

Basic Financial Statements

Fiduciary Fund Financial Statements

Statement J**St. Helena Parish Police Jury****Statement of Fiduciary Net Assets****December 31, 2004**

	<u>Library Fund</u>
Assets	
Cash and cash equivalents	\$ -
Accounts receivables	<u>78,188</u>
 Total Assets	 <u><u>\$ 78,188</u></u>
Liabilities	
Other liabilities	\$ 2,965
Deposits Due to Library	<u>75,223</u>
Total Liabilities	<u>78,188</u>
 Net Assets	 <u><u>\$ -</u></u>

The accompanying notes are an integral part of these statements

Statement K**St. Helena Parish Police Jury****Statement of Changes in Fiduciary Net Assets
For the year ended December 31, 2004**

	Library Fund
Additions	
Ad Valorem Tax	\$ 84,436
State Revenue	8,971
Total Additions	<u>93,407</u>
Deductions	
Pension	\$ 2,827
Payments to Library	90,580
Total Deductions	<u>93,407</u>
Change in Net Assets	<u>\$ -</u>
Net Assets-Beginning	<u>-</u>
Net Assets-Ending	<u><u>\$ -</u></u>

The accompanying notes are an integral part of these statements

St. Helena Parish Police Jury
Greensburg, Louisiana

Notes to the Financial Statements

St. Helena Parish Police Jury
Greensburg, Louisiana

NOTES TO THE BASIS FINANCIAL STATEMENTS

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St. Helena Parish Police Jury
Greensburg, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

INTRODUCTION

The St. Helena Parish Police Jury is the governing authority for St. Helena Parish and is a political subdivision of the State of Louisiana. The Police Jury is governed by six jurors representing various districts within the parish. The jurors serve four-year terms.

Louisiana Revised Statute 33:1236 gives the Police Jury various powers in regulating and directing the affairs of the parish and its inhabitants. The more notable of those are the power to make regulations for its own government; to regulate the construction and maintenance of roads, bridges, and drainage systems; to regulate the sale of alcoholic beverages; and to provide for the health and welfare of the poor, disadvantaged, and unemployed in the parish. Funding to accomplish these tasks is provided by ad valorem taxes, beer and alcoholic beverage permits, state revenue sharing, gaming revenues and various other state and federal grants.

St. Helena Parish is located in the southeast portion of Louisiana, and has a population of approximately 10,103 residents. Excluding the Police Jurors, The St. Helena Parish Police Jury employs estimated 125 employees, including assistant district attorneys, constables and justice of the peace.

As the governing authority of the parish, for reporting purposes, the St. Helena Parish Police Jury is the reporting entity for St. Helena Parish. The Financial reporting entity consists of (a) the primary government (Police Jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No.14 established criteria for determining the governmental reporting entity and component units should be considered part of the St. Helena Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the Police Jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Police Jury.
2. Organizations for which the Police Jury does not appoint a voting majority but are fiscally dependent on the Police Jury.
3. Organizations for which the reporting entity financial statements would be misleading if data or the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the Police Jury has determined that the following

St. Helena Parish Police Jury
Greensburg, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

component units are part of the reporting entity:

<u>Component Unit</u>	<u>Method of Inclusion</u>	<u>Fiscal Year End</u>	<u>Criteria Used</u>
Included within the reporting entity:			
St. Helena Parish Hospital Service Dist. No. 1	Discrete	October 31	1
St. Helena Parish Fire District No. 4	Discrete	December 31	1
Waterworks District No. 2	Discrete	December 31	1
St. Helena Recreation and Parks District	Discrete	December 31	1
St. Helena Parish Tourist Commission	Discrete	December 31	1
St. Helena 5 th Ward Recreation District	Discrete	December 31	1

Separate financial statements for each of the component units can be obtained by contacting the component unit.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Government-Wide and Fund Financial Statements

The accompanying basic financial statements of the St. Helena Parish Police Jury have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis—for State and Local Governments*, issued in June 1999.

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meetings the operational or capital requirements of a

St. Helena Parish Police Jury
Greensburg, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessment receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Police Jury reports the following major governmental funds:

The General Fund is the Police Jury's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

St. Helena Parish Police Jury
Greensburg, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

The Road District and Maintenance Fund is used to account for the operations and road maintenance in Road district No's 1, Sub Road 1, and Sub Road 2 of 2, 3, 4, 5, and 6.

The Health Unit Fund is used to account for the operation of the parish health unit.

The Solid Waste Management Sales Tax fund is used to account for operations of a solid waste program for the Parish of St. Helena.

The Communications Fund is used to account for a federal grant for the purpose of communications equipment and a tower for fire protection in St. Helena Parish.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the government's enterprise operations. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The St. Helena Parish Police Jury does not have any proprietary funds.

Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

St. Helena Parish Police Jury
Greensburg, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

When both restricted and unrestricted resources are available for use, it is the Police Jury's policy to use restricted resources first, then unrestricted resources as they are needed.

C. Deposits and Investments

The Police Jury's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the Police Jury's investment policy allow the Police Jury to invest in collateralized certificates of deposits, government back securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

Investments for the Police Jury, as well as for its component units, are reported at fair value.

D. Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

All trade and property tax receivables are shown net of an allowance for uncollectibles. Uncollectible accounts due for Ad Valorem taxes are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectibility of the particular receivable.

Property taxes are levied on a calendar year basis and become due on January 1 of each year. The following is a summary of authorized and levied ad valorem taxes:

St. Helena Parish Police Jury
Greensburg, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
<u>Parish Wide Taxes:</u>			
General fund	2.35	2.35	No Expiration
Parish Wide Road Tax	5.00	5.00	2009
Parish Health Unit	4.35	4.35	2004
Parish Library Fund	2.50	2.50	2007
<u>District Taxes:</u>			
Road District #1 Mtc. Fund	8.00	8.00	2009
Sub-Road District #1 of Road District #2	10.00	10.00	2012
Sub-Road District #2 of Road District #2	6.00	6.00	2005
Road District #3 Maint Fund	14.10	14.10	2008
Road District #4 Maint Fund	10.00	10.00	2006
Road District #4 Maint Fund	5.00	5.00	2008
Road District #5 Maint Fund	12.00	12.00	2005
Road District #6 Maint Fund	15.00	15.00	2012
Fifth Ward Fire Protection District Mtc.	10.00	10.00	2009
Fire Protection District #2	10.00	10.00	2009
Fire Protection District #3	4.92	4.92	2004
Fire Protection District #3	5.00	5.00	2009
South 2nd Fire	10.00	10.00	2011

The following are the principal taxpayers and related property tax revenue for the parish:

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Assessed Valuation</u>	<u>% of Total Assessed Valuation</u>	<u>Ad Valorem Tax Revenue for Municipality</u>
Transcontinental	Pipeline	\$ 4,594,630	9.81%	148,644
Demco	Utility	2,480,480	5.30%	79,896
Florida Gas Pipeline	Pipeline	1,761,120	3.76%	62,286
Soterra, LLC	Manufacturing	1,670,130	3.57%	54,427
Entergy Gulf State	Utility	1,573,440	3.36%	47,512

On April 7, 1984, voters of St. Helena Parish approved a one percent sales and use tax to be levied and collected within the corporate limits of the parish. The tax, which became effective August 1, 1984, is to provide funds for the St. Helena Parish Solid Waste Management Program.

Effective March 1, 1989 a one- percent sales tax was established by the voters of St. Helena Parish. The proceeds of this one percent sales tax is dedicated and used for the purpose of maintaining, improving, and keeping in repair public roads, highways, and

St. Helena Parish Police Jury
Greensburg, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

bridges in the parish.

The Police Jury and sheriff of St. Helena Parish have entered into an agreement in which the sheriff is to collect the sales and use taxes for a stipulated fee. The sheriff remits the tax proceeds to the Police Jury on a monthly basis.

E. Inventories and Prepaid Items

The Police Jury utilizes the "purchase method" of accounting for supplies in governmental funds whereby expendable operating supplies are recognized as expenditures when purchased. The Police Jury did not record any inventory at December 31, 2004, as the amount is not material. The Police Jury recognized expenditures for insurance and similar services extending over more than one accounting period when paid.

F. Restricted Net Assets

For the government-wide statement of net assets, net assets are reported as restricted when constraints place on net asset use are either externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments and or imposed by law through constitutional provisions or enabling legislation.

G. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Police Jury maintains a threshold level of \$500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Roads, bridges, and infrastructure	20-40 years
Land improvements	20-30 years
Buildings and building improvements	20-40 years
Furniture and fixtures	5 years

St. Helena Parish Police Jury
Greensburg, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

Vehicles	5 years
Equipment	5-10 years

H. Compensated Absences

The Police Jury has the following policy relating to vacation and sick leave:

After one year of continuous employment, each employee receives one week of vacation. After two years of employment, and for each year thereafter, each employee receives two weeks of vacation. After ten years each employee receives three weeks of vacation, after twenty years each employee receives four weeks of vacation, and after 25 years each employee receives five weeks of vacation. Vacation time can be carried over for a period of three years. Accrued vacation can be paid upon termination of job.

Sick leave shall accumulate for regular, full time employees, and employees who work 40 hours per week, at the rate of one day for each month of continuous employment. Sick leave can be carried forward and paid upon termination of employment.

The Police Jury's recognition and measurement criteria for compensated absences follows:

GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if both of the following conditions are met:

1. The employees' rights to receive compensation are attributable to services already rendered.
2. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

GASB Statement No. 16 provides that a liability for sick leave should be accrued using one of the following termination approaches:

1. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.
2. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.

The entire compensated absence liability is reported on the government-wide financial statements. For governmental fund financial statements, the current portion of unpaid

St. Helena Parish Police Jury
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NOTES TO THE FINANCIAL STATEMENTS

compensated absences is the amount that is normally expected to be paid using expendable available financial resources. These amounts are recorded in the account "compensated absences payable" in the fund from which the employees who have accumulated leave are paid. The noncurrent portion of the liability is not reported.

I. Long-Term Obligations

In the government-wide financial statements, and the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net assets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of the debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

J. Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

K. Extraordinary and Special Items

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the Police Jury, which are either unusual in nature or infrequent in occurrence.

L. Deferred Revenues

The Police Jury reports deferred revenues on its statement of net assets and its fund financial statements balance sheet. Deferred revenues arise when resources are received by the Police Jury before it has a legal claim to them, as when grant monies are received before the incurrence of qualifying expenditures. In subsequent periods, when the Police

St. Helena Parish Police Jury
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NOTES TO THE FINANCIAL STATEMENTS

Jury has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

M. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

N. Reconciliations of Government-Wide and Fund Financial Statements

The following reconciles the fund balances of governmental funds to the government-wide statement of net assets.

Record Net Capital Assets	\$3,856,011
Record Accrued interest Payable	(4,799)
Record Long-Term Debt	(896,937)
Net adjustment	<u>\$2,954,275</u>

The following reconciles the net changes in fund balance-total governmental funds to the changes in net assets of governmental activities.

Capitalization of Capital Assets	1,140,811
Record Depreciation Expense	(263,615)
Record Loss on Sale of Assets	(22,096)
Lease Obligation Proceeds as Liability	(36,030)
Record Debt Service Principal Payments as Liability	119,971
Record Compensated Absences Payable	(5,501)
Record Accrued Interest Payable	(4,799)
Proceeds from sale of assets	<u>(25,500)</u>
Net effect of changes	903,241

Adjustments to Beginning Fund Balance for Prior Year:	
Recording of Net Capital Assets	3,026,410
Record Long-Term Debt	<u>(975,376)</u>
	<u>2,051,034</u>

Net Adjustment	<u>\$2,954,275</u>
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2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Deficits

St. Helena Parish Police Jury
Greensburg, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

None of the individual funds have deficits in unreserved fund balance (net assets) at December 31, 2004.

3. CASH AND CASH EQUIVALENTS

At December 31, 2004, the Police Jury has cash and cash equivalents (book balances) totaling \$2,034,904 as follows:

Interest Bearing demand Deposits	\$2,034,904
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These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At December 31, 2004, the Police Jury has \$2,117,281 in deposits (collected bank balances). These deposits are secured from risk by \$100,000 of federal deposit insurance and \$2,017,281 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Police Jury that the fiscal agent has failed to pay deposited funds upon demand.

4. INVESTMENTS

At fiscal year-end, the Police Jury's investment balances were as follows:

Certificates of Deposit	\$300,000
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These deposits are secured from risk by \$100,000 of federal deposit insurance and \$200,000 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Police Jury that the fiscal agent has failed to pay deposited funds upon demand.

St. Helena Parish Police Jury
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NOTES TO THE FINANCIAL STATEMENTS

5. RECEIVABLES

The receivables of \$1,379,936 at December 31, 2004, are as follows:

<u>Class of Receivable</u>	<u>General Fund</u>	<u>RBM Fund</u>	<u>Health Unit Fund</u>	<u>Solid Waste Fund</u>	<u>Communications Fund</u>	<u>Other Governmental Funds</u>	<u>Total</u>
Taxes:							
Ad valorem	\$ 70,911	\$ 150,874	\$ 131,260	\$	\$	\$ 517,862	\$ 870,907
Sales and use		71,476		71,476			142,952
Severance Tax	127,658						127,658
Other	1,488						1,488
Intergovernmental - grants:							-
Federal	16,167						16,167
State	-	20,413				19,856	40,269
Revenue Sharing	4,163	8,857	5,190			30,750	48,960
Local							-
Gaming	121,758						121,758
Other	5,097	195	8,815			15,246	29,353
Sub- Total	347,242	251,815	145,265	71,476	-	583,714	1,399,512
Less: Allowance for uncollectil	(1,577)	(3,355)	(2,919)			(11,725)	(19,576)
Total	\$ 345,665	\$ 248,460	\$ 142,346	\$ 71,476	\$ -	\$ 571,989	\$ 1,379,936

Uncollectible accounts due for Ad Valorem taxes are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectibility of the particular receivable. Uncollectible accounts at December 31, 2004 for Ad Valorem taxes totaled \$19,576.

6. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2004, for the primary government is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets, not being depreciated				
Land	\$ 139,402	\$ 5,000		\$ 144,402
Construction in progress		532,125		532,125
Total capital assets, not being depreciated	139,402	537,125		676,527
Capital assets being depreciated				
Buildings	2,711,885	38,723		2,750,608
Machinery and equipment	2,183,612	559,643	68,896	2,674,359

St. Helena Parish Police Jury
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NOTES TO THE FINANCIAL STATEMENTS

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Infrastructure	9,696	5,321		15,017
Total capital assets being depreciated	4,905,193	603,687	68,896	5,439,984
<hr/>				
Less accumulated depreciation for:				
Buildings	1,096,094	68,150		1,164,244
Machinery and equipment	921,990	195,223	21,300	1,095,913
Infrastructure	101	242		343
Total accumulated depreciation	2,018,185	263,615	21,300	2,260,500
<hr/>				
Total capital assets being depreciated, net	\$3,026,410	\$ 877,197	\$ 47,596	\$3,856,011

Depreciation expense of \$263,615 for the year ended December 31, 2004, was charged to the following governmental functions:

General Government	\$ 37,640
Public Safety	77,944
Public Works	110,554
Health & Welfare	26,036
Culture & Recreation	11,357
Economic Development	84
	<hr/>
Total	<u>\$ 263,615</u>

7. CONSTRUCTION COMMITMENTS

The Police Jury has active construction projects as of December 31, 2004.

Communication System-A federal grant in the amount of \$349,884 with a required match of \$38,876, totaling \$388,760 was awarded to the Police Jury under the Emergency Preparedness and Response Program to assist Firefighters in purchasing communications equipment such a trunked radio infrastructure (repeaters, controllers, antennas, cable and combiner), pagers, mobiles, and portables to operate on the system.

LDCBG Roads-A federal grant in the amount of \$497,603 was awarded to the Police Jury by the USDA to overlay the following roads; Pistol Womack Lane, Leon Brown Lane, Charlotte Lee Lane, Calmes Road, McDaniel Road, and Brothers Lane.

Rohner-Muse Road-A state grant from the Louisiana Economic Development Corporation in the amount of \$832,088 was awarded the Police Jury to upgrade and asphalt Rohner Road and Muse Road in order to ship raw material and products to the

St. Helena Parish Police Jury
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NOTES TO THE FINANCIAL STATEMENTS

Amerchol Corporation who is privately sponsoring the remaining cost of upgrading the roads.

New Hope Road-Two (2) state grants from the Louisiana Office of Rural Development totaling \$85,000 in order to pave New Hope Road.

At year end the commitments with contractors are as follows:

Project	<u>Spent to Date</u>	<u>Remaining Commitment</u>
Communications System	\$170,628	\$218,132
LCDBG Roads	427,347	70,256
Rohner-Muse Road	94,778	737,310
New Hope Road	10,000	75,000
Total	<u>\$702,753</u>	<u>\$1,100,698</u>

8. INTERFUND RECEIVABLES, PAYABLE, AND TRANSFERS

The following is a summary of amounts due from and due to other funds at December 31, 2004 in the fund statements:

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
<u>Major Funds:</u>		
General Fund	\$ 31,104	\$ 60,000
Road, Bldg., & Mtc. Funds	1,957	11,337
Solid Waste Fund	60,000	
<u>Non-Major Funds:</u>		
Road District Mtc. #1	2,000	1,957
Sub Road 1 of Road District #2	2,000	2,000
Sub Road 2 of Road District #2	7,000	
Road District Mtc. #3		4,761
Road District Mtc. #4	15,089	3,000
Road District Mtc. #5	761	
Road District Mtc. #6		17,000
Fire Protection District #3	4,000	
South 2 nd Ward Fire Protection		4,000
Rohner-Muse Fund		<u>19,856</u>
Total	<u>\$123,911</u>	<u>\$123,911</u>

The interfund receivables and payables have occurred at various times and are expected to be repaid.

St. Helena Parish Police Jury
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NOTES TO THE FINANCIAL STATEMENTS

The following is a summary of amounts Transfers in from and out to other funds at December 31, 2004 in the fund statements:

	<u>Transfers In</u> <u>From Other Funds</u>	<u>Transfers Out</u> <u>to Other Funds</u>
<u>Major Funds:</u>		
General Fund	\$ 18,517	\$211,632
Road, Bldg., & Mtc. Funds	62,100	
Communications	26,000	
Health Unit		5,826
<u>Non-Major Funds:</u>		
Road District Mtc. #1	10,000	
Sub Road 1 of Road District #2	10,000	
Sub Road 2 of Road District #2	20,000	
Road District Mtc. #3	20,000	5,800
Road District Mtc. #4	20,000	
Road District Mtc. #5	20,000	15,732
Road District Mtc. #6	35,732	
Industrial District		88
Fire Protection District #2		31,514
Fire Protection District #3		9,915
5 th Ward Fire District		8,255
South 2 nd Ward Fire Protection		7,413
Off duty Law		4,458
E-911 Communications District		2,674
Revolving Loan fund		1,614
Criminal Court	4,383	
Fire Protection District #2 Sinking	22,858	
Revenue Bond Sinking	29,531	
New Hope Fund	5,800	-0-
Total	<u>\$304,921</u>	<u>\$304,921</u>

The Police Jury made several interfund transfers for various reasons as explained below:

A transfer in to the general fund in the amount of \$18,517 made by the following funds is an annual transfer of a 4% administrative fee to cover operating cost:

5 th Ward Fire Protection	\$ 1,755
Fire Protection District #2	2,157
Fire Protection District #3	3,415
South 2 nd Ward Fire Protection	913
Industrial District	88
Health Unit	5,826
E-911 communications District	2,674
Off Duty Law enforcement	75

St. Helena Parish Police Jury
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NOTES TO THE FINANCIAL STATEMENTS

Revolving Loan	<u>1,614</u>
Total	<u>\$ 18,517</u>

Transfers out of the general fund in the amount of \$182,100 were transferred to the following Road Building and Maintenance funds to assist in covering operating expenses:

Road Building and Maintenance Fund	\$ 62,100
Road District #1 Mtc. Fund	10,000
Sub-Road Dist. #1 of Rd Dist. #2 Mtc.	10,000
Sub-Road Dist. #2 of Rd Dist. #2 Mtc	20,000
Road District #3 Mtc. Fund	20,000
Road District #4 Mtc. Fund	20,000
Road District #5 Mtc. Fund	20,000
Road District #6 Mtc. Fund	<u>20,000</u>
Total	<u>\$182,100</u>

Commencing January 2002, a sum equal to the principal and interest accruing on the 2001 revenue bonds is to be deposited each month into the Revenue Bond 2001 Sinking Fund from the general fund revenues. The transfer from the General fund to the Revenue Bond Sinking fund for 2004 was \$29,531.

The Communications System Fund received transfers in the amount of \$26,000 from the following fire districts to cover the 10% matching funds needed to obtain the federal grant to purchase the communications equipment.

5 th Ward Fire Protection	\$ 6,500
Fire Protection District #2	6,500
Fire Protection District #3	6,500
So 2 nd Ward Fire Protection	<u>6,500</u>
Total	<u>\$26,000</u>

The Road District #5 has an intergovernmental agreement with Road District #6, where as Road District #6 maintains the parish roads in the Northern portion of Road District #5. In consideration, Road District #5 transfers one-third of its property tax revenues annually to Road District #6. The amounts transferred out of Road District #5 and transferred in to Road District #6 for 2004 was \$15,732.

Fire Protection District #2 transfers out annually, a payment for the principal and interest on the certificate of indebtedness for Fire Protection district #2 to the Fire Protection District #2 Sinking fund. The amount transferred for 2004 was \$22,858.

Road District #3 transferred out \$5,800 to the New Hope Capital Project Fund to cover cost of paving New Hope Road for 2004.

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NOTES TO THE FINANCIAL STATEMENTS

The Off-Duty Law Fund is required to transfer any remaining surplus at year end to the Criminal Court fund. A transfer was made in the amount of \$4,383 for 2004.

The following is a summary of the composition of the component unit intergovernmental receivables as of December 31, 2004:

Due To/From Primary Government and Component Units:

Receivable Entity	Payable Entity	
St. Helena Parish Police Jury	Fire Protection District #4	\$10,000

9. REQUIRED TRANSFERS

Criminal Court Fund-Louisiana Revised Statute 15:571.11 requires that one-half of any surplus remaining in the Criminal Court fund at year-end be transferred to the parish General Fund. However for the year ended December 31, 2004, the Criminal Court fund does not have a year-end fund balance.

Off-Duty Law Fund-Louisiana Revised Statute 15:255 requires that all surplus remaining in the Off-Duty Law Fund at year-end be transferred to the Criminal Court Fund. The following details the amounts transferred for 2004:

Cash Balance at December 31, 2003	<u>\$ 6,654</u>
Surplus Money at January 1, 2004	6,654
Amount transferred to Criminal Court	<u>(4,383)</u>
Balance left to transfer	2,271
Less money accumulated in 2004	<u>(725)</u>
Balance due at December 31, 2004	<u>\$ 1,546</u>

10. ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables of \$384,181 at December 31, 2004, are as follows:

	<u>General Fund</u>	<u>RBM Fund</u>	<u>Health Unit Fund</u>	<u>Solid Waste Fund</u>	<u>Communi- cations Fund</u>	<u>Other Gov't Funds</u>	<u>Total</u>
Accounts	\$ 48,485	\$ 20,858	\$ 4,523	\$ 44,805	\$ 210	\$ 23,799	\$ 142,680
Deferred Revenues	15,000				192,570		207,570
Other	<u>2,787</u>	<u>5,930</u>	<u>5,159</u>			<u>20,055</u>	<u>33,931</u>
Total	<u>\$ 66,272</u>	<u>\$ 26,788</u>	<u>\$ 9,682</u>	<u>\$ 44,805</u>	<u>\$ 192,780</u>	<u>\$ 43,854</u>	<u>\$ 384,181</u>

St. Helena Parish Police Jury
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NOTES TO THE FINANCIAL STATEMENTS

11. SHORT-TERM DEBT

	<u>Balance</u> <u>1-1-04</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>12-31-04</u>
Notes Payable:				
Bank of Greensburg	\$15,000	-0-	\$15,000	-0-

On December 5, 2003, the St. Helena parish Police Jury borrowed \$15,000 as an operating loan for Road District #6 to purchase a 1994 GMC Kodak Dump truck. The money was borrowed from the Bank of Greensburg at an annual interest rate 5.5%. The principal of \$15,000 plus accrued interest on the loan was paid on March 4, 2004.

12. LEASES

The Police Jury records items under capital leases as an asset and an obligation in the accompanying financial statements. The following is an analysis of capital leases:

<u>T y p e</u>	<u>R e c o r d e d A m o u n t</u>
E q u i p m e n t	\$ 3 6 , 0 3 0
Lease-purchase due in monthly installments of \$802.91, including interest at 5.75%, Collateralized by equipment	\$ 12,338
Lease-purchase due in monthly installments of \$661.47, including interest at 6.25%, Collateralized by equipment	8,868
Lease-purchase due in monthly Installments of \$760.67, including Interest at 6.75%, Collateralized by equipment	1,509
Lease-purchase due in monthly installments of \$1,403, including interest at 3.9%, Collateralized by equipment	52,608
Lease-purchase due in monthly installments of \$914.65, including interest at 6.5%, Collateralized by equipment	14,817

St. Helena Parish Police Jury
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NOTES TO THE FINANCIAL STATEMENTS

Lease-purchase due in annual installments of \$18,948, including interest at 4.522%, Collateralized by equipment	67,941
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Lease-purchase due in monthly Installments of \$806.92, including Interest at 3.50%, Collateralized by equipment	<u>28,944</u> <u>\$187,025</u>
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The following is a schedule of future minimum lease payments under capital leases, together with the present value of the net minimum lease payments, as of December 31, 2004:

	<u>Equipment</u>
Fiscal year:	
2005	\$ 75,540
2006	54,536
2007	45,472
2008	<u>26,230</u>
Total minimum lease payments	<u>201,778</u>
Less - amounts representing interest	<u>(14,753)</u>
Present value of net minimum lease payments	<u>\$ 187,025</u>

The Police Jury does not have any operating leases.

13. LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions for the year ended December 31, 2004:

St. Helena Parish Police Jury
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NOTES TO THE FINANCIAL STATEMENTS

	Bonded Debt	Compensated Absences	Lease- Purchase Agreements	Other	Total
Long-term obligations at Beginning of Year	\$ 538,000	\$ 71,399	\$ 216,464	\$ 149,513	\$ 975,376
Additions	-	5,502	36,030		41,532
Deductions	(28,500)		(65,469)	(26,002)	(119,971)
Long-term obligations at End of Year	<u>\$ 509,500</u>	<u>\$ 76,901</u>	<u>\$ 187,025</u>	<u>\$ 123,511</u>	<u>\$ 896,937</u>

The following is a summary of the current and the long-term portions of long-term obligations as of December 31, 2004:

	Bonded Debt	Compensated Absences	Lease Agreements	Other	Total
Current portion	\$ 28,500	\$ -	\$ 68,309	\$ 26,002	\$ 122,811
Long-term portion	481,000	76,901	118,716	97,509	774,126
Total	<u>\$ 509,500</u>	<u>\$ 76,901</u>	<u>\$ 187,025</u>	<u>\$ 123,511</u>	<u>\$ 896,937</u>

Bonds payable at December 31, 2004 are comprised of the following individual issues:

\$39,990, 1998, Certificate of Indebtedness Sub Road 2 of District #2, due in annual installments of \$4,000 through 2000, increasing to between \$4,500 to \$6,000 between 2001 to 2006 plus interest at 6%	\$ 11,500
\$400,000, Revenue Bonds, Series 2001, General Fund, due in annual installments of \$7,000 to \$26,000 between 2002 to 2031 plus interest at 5.5%	381,000
\$150,000, 2002, Certificate of Indebtedness Fire Protection District #2, due in annual installments of \$16,000 to \$22,000 between 2003 to 2010 plus interest at 5.5%	<u>117,000</u> <u>\$ 509,500</u>

At December 31, 2004, the Police Jury has accumulated \$2,758 in the debt service funds for future debt requirements. The annual requirements to amortize all certificates of indebtedness, general obligation bonds, and revenue bonds outstanding are as follows:

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NOTES TO THE FINANCIAL STATEMENTS

<u>Year Ending</u> <u>December 31, 2004</u>	<u>Principal</u> <u>Payments</u>	<u>Interest</u> <u>Payments</u>	<u>Total</u>
2005	28,500	26,403	54,903
2006	31,000	24,765	55,765
2007	26,000	23,705	49,705
2008	28,000	22,770	50,770
2009	29,000	21,203	50,203
2010-2014	68,000	90,695	158,695
2015-2019	62,000	75,790	137,790
2020-2024	81,000	56,705	137,705
2025-2029	105,000	31,900	136,900
2030-2031	51,000	4,235	55,235
Total	<u>\$ 509,500</u>	<u>\$ 378,171</u>	<u>\$ 887,671</u>

In accordance with R.S. 39:562, the Police Jury is legally restricted from incurring long-term bonded debt in excess of 10% of the assessed value of taxable property. At December 31, 2004, the statutory limit is \$4,682,841.

Other Long-term Obligations

The St. Helena Police Jury entered into an agreement with the Office of Family support with Louisiana Department of Social Services in 1998 to repay a food stamp theft loss in the amount of \$260,022 in 120 monthly installments in the amount of \$2,167 beginning October 15, 1999. The balance of the note at December 31, 2004 is \$123,511.

The annual requirements under the agreement are as follows:

<u>Year Ending</u> <u>December 31,</u>	<u>Principal</u>
2005	26,002
2006	26,002
2007	26,002
2008	26,002
2009	19,503
Total	<u>\$123,511</u>

14. RETIREMENT SYSTEMS

Substantially all Police Jury employees are members of the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, which separate assets and benefits provisions. All Employees of the Police Jury are members of Plan A.

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NOTES TO THE FINANCIAL STATEMENTS

All permanent employees working at least 28 hours per week whom are paid wholly or in part from Parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to three percent of their final average salary for each year of creditable service. However, for those employees who are members of the supplemental plan only before January 1, 1980, the benefit is equal to one percent of final average salary plus \$24 for each year of supplemental-plan-only service earned before January 1, 1980, plus three percent of final-average salary for each year of service credited after the revision date. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above, and do not withdraw their employee contributions, may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

Under Plan A, members are required by state statute to contribute 9.5 percent of their annual covered salary and the Police Jury is required to contribute at an actuarially determined rate. The current rate is 11.75 percent of annual covered payroll. Contributions to the System include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish, except Orleans and East Baton Rouge Parishes. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. State statute requires covered employees to contribute a percentage of their salaries to the System. The contribution requirements of plan members and the Police Jury are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The St. Helena Parish Police Jury's contribution to the system under Plan A for the years ending December 31, 2004, was \$79,416 equal to the required contributions for the years.

Contributions required by State Statue:

Fiscal Year Ended	Required	Percentage
<u>December 31</u>	<u>Contribution</u>	<u>Contribution</u>
2002	\$42,511	100%
2003	\$43,522	100%
2004	\$79,416	100%

The system issues an annual publicly available financial report that includes financial statements and required supplementary information for the system. That report may be obtained by writing to the Parochial Employee's Retirement System, Post Office Box

St. Helena Parish Police Jury
Greensburg, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

14619, Baton Rouge, Louisiana 70898-4619, or by calling (225) 928-1361.

15. OTHER POSTEMPLOYMENT BENEFITS

The St. Helena Parish Police Jury provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the Police Jury's employees become eligible for these benefits if they reach normal retirement age while working for the Police Jury. The benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid by the Police Jury.

16. DEFERRED COMPENSATION PLAN

The Police Jury offers its employees, the Louisiana Public Employees Deferred Compensation Plan, a deferred compensation plan created in accordance with Internal Revenue code Section 457, as revised January 1, 1999. The plan available to all Police Jury employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts and all income attributable to those amounts, property, or rights, shall be held for the exclusive benefit of participants and their beneficiaries.

At December 31, 2004 the amounts applicable to the employees of the Police Jury were \$1,238.16.

17. COMPENSATED ABSENCES

At December 31, 2004, employees of the Police Jury have accumulated and vested \$76,901 of employee leave benefits, which was computed in accordance with GASB Codification Section C60.

18. CHANGES IN AGENCY FUND DEPOSITS DUE OTHERS

A summary of changes in agency fund deposits due others follows:

	Balance at Beginning of Year	Additions	Reductions	Balance at End of Year
Agency funds:				
Library Fund	\$ 79,884	\$ 85,919	\$ 90,580	\$ 75,223

St. Helena Parish Police Jury
Greensburg, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

19. RESERVED FUND BALANCES

Monies accumulated in the debt service funds have been legally restricted for the purpose of paying the annual installments of principal and interest Revenue Bonds and Certificate of Indebtedness.

Monies accumulated in the capital project funds have been restricted for the purpose of paying cost associated with the capital project.

20. FEDERAL COMPLIANCE CONTINGENCIES

In the normal course of operations, the Police Jury receives grant funds from various Federal agencies. The grant programs are subject to audit by agents of the granting authority, the purpose of which is to ensure compliance with conditions precedent to the granting of funds. Any liability for reimbursement which may arise as the result of these audits is not believed to be material.

21. RISK MANAGEMENT

The Police Jury does not have general liability insurance coverage and is at risk to possible losses resulting from claims filed by individuals who might suffer injury while on Police Jury property.

22. LITIGATION AND CONTINGENT LIABILITIES

The St. Helena Parish Police Jury has several legal actions and claims pending against it. The Police Jury has also filed suits against others. No accrual for gain or loss contingencies has been recorded in the financial statements for any legal actions. The potential outcome on the majority of claims is not known.

23. COOPERATIVE ENDEAVOR AGREEMENTS

On July 27, 2004 the Police Jury entered in to a co-operative endeavor agreement with the Greater Baton Rouge Food Bank, Inc. The agreement states that the Greater Baton Rouge Food Bank, Inc. will provide emergency food to the indigent citizens of St. Helena Parish in order to prevent starvation and counteract malnutrition. The amount of money provided by the Police Jury to the Greater Baton Rouge Food Bank, Inc. is \$1,500, which only a small proportion of the funds that will be expended by the food bank in providing food to the indigent citizens of the parish.

24. ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES

For the year ended December 31, 2004, on behalf payments in the form of supplemental payments were paid to constables and justices of the peace. The payments were as follows:

State Agency	\$9,900	General Fund
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St. Helena Parish Police Jury
Greensburg, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

These amounts were recorded as income and expense in the respective fund.

25. SINKING FUND REQUIREMENTS

Commencing January 2002, a sum equal to the principal and interest accruing on the 2001 revenue bonds is to be deposited each month into the Revenue Bond 2001 Sinking Fund from the general fund revenues.

Payment for the principal and interest on the certificate of indebtedness for Fire Protection District No. 2 is to be deposited into the Fire Protection District #2 Sinking Fund. The deposit will come from the first revenues of the tax received in any calendar year.

26. CONTRACTS

The Police Jury has a contract with the Tangipahoa Communications District to facilitate the 911 system. This contract is for \$ 29,963 per year plus additional cost. This contract began July 1, 2004 and expires June 30, 2005.

The Police Jury also has a contract with Waste Management for garbage collection. The contract was renewed on December 1, 1999 and is for five years. There is an option to renew clause in the contract.

27. E911 SYSTEM

St. Helena implemented the E911 system parish wide on September 17, 2002. Telephone services charges and expenditures are reflected in fund statements in the amount of \$64,217, and \$64,504 respectively.

28. ADOPTION OF GASB STATEMENTS

The Police Jury, Greensburg, Louisiana adopted the provisions of the following Governmental Accounting Standards Board statements for fiscal year 2004: Statement Number 34, *Basic Financial Statements – and Managements' Discussion and Analysis – for State and Local Governments*, Statement Number 37, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments: Omnibus*, and Statement Number 38, *Certain Financial Statement Note Disclosures*, as of January 1, 2004. As required by these new standards, the Police Jury presents both government-wide financial statements and fund-level financial statements.

St. Helena Parish Police Jury
Greensburg, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

29. COMPLIANCE WITH LAWS

The Police Jury may have violated the code of Ethics for Public Office, cash management law, fixed assets records inadequate, sinking fund requirements for Fire 2 was not made on time, public bid law, possible violation of retirement law, grant administration and parish wide capital improvement program possibly incorrect.

St. Helena Parish Police Jury
Greensburg, Louisiana

Required Supplemental Information

St. Helena Parish Police Jury
Greensburg, Louisiana

BUDGETARY COMPARISON SCHEDULES

General Fund and Major Special Revenue Funds with Legally Adopted Annual Budgets

General Fund

The general fund accounts for all activities of the Police Jury except those that are accounted for in other funds.

Road Building, and Maintenance Fund

The Road, Building, and Maintenance Fund is used to account for the operations and maintenance of all major road construction and maintenance work on parish roads. Financing is provided by the State of Louisiana Parish Transportation Fund, ad valorem taxes, state revenue sharing funds, one percent parish sales tax and interest earned on surplus cash balances.

Health Unit Fund

The Health Unit Fund is used to account for the operation of the parish health unit. Financing is provided by ad valorem taxes, state revenue sharing funds and interest on surplus cash balances.

Solid Waste Management Sales Tax Fund

The Solid Waste Management Sales Tax Fund is used to account for operations of a solid waste program for the Parish of St. Helena. Financing is provided by a one-percent sales tax approved by the voters on April 7, 1984.

St. Helena Parish Police Jury
Statement of Revenues, Expenditures, and Changes in Fund Balances-
Budget and Actual-General Fund
For the Year Ended December 31, 2004

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary</u>	<u>Final Budget</u>
			<u>Cash Basis</u>	<u>Positive (Negative)</u>
Budgetary Fund Balances, Beginning	\$ 617,930	\$ 605,836	\$ 605,836	\$ -
Resources (Inflows)				
Taxes:				\$ -
Ad valorem	70,000	80,292	80,292	-
Sales and use				-
Other taxes, penalties, interest, etc.	10,000	10,110	10,110	-
Licenses and permits	103,500	123,202	123,122	(80)
Intergovernmental revenues:				-
Federal grants		143,273	131,542	(11,731)
State funds:				-
Parish transportation funds				-
State revenue sharing (net)	6,400	6,400	6,315	(85)
Gaming revenues	650,000	681,881	681,881	-
Other state funds	435,000	543,752	543,751	(1)
Contributions from Local Governments				-
Fees, charges, and commissions for services	200	177	176	(1)
Fines and forfeitures	6,000	3,810	3,890	80
Rents and royalties	2,300	2,288	2,277	(11)
Investment earnings	15,000	18,000	18,373	373
Other revenues	100	29,646	29,653	7
Sale of capital assets		1,500	1,500	-
Loans repayment from other Funds	10,000	76,033	76,033	-
Transfers from other funds	18,362	18,517	18,517	-
Amounts Available For Appropriations	<u>1,944,792</u>	<u>2,344,717</u>	<u>2,333,268</u>	<u>(11,449)</u>
Charges to Appropriations (outflows)				
General government	889,129	935,364	904,918	30,446
Public safety	164,296	217,087	210,328	6,759
Public works				-
Cultural and recreation	4,500	5,042	4,911	131
Health and welfare	1,000	2,500	2,000	500
Community development				-
Economic development	14,826	22,951	21,231	1,720
Payments to component units				-
Debt service	26,002	26,002	26,002	-
Capital outlay	48,500	190,176	181,946	8,230
Other				-
Loans made to other funds	10,000	95,889	95,889	-
Transfers to other funds	147,615	211,631	211,631	-
Total Charges to Appropriations	<u>1,305,868</u>	<u>1,706,642</u>	<u>1,658,856</u>	<u>47,786</u>
Budgetary Fund Balances, Ending	<u>\$ 638,924</u>	<u>\$ 638,075</u>	<u>\$ 674,412</u>	<u>\$ 36,337</u>

The accompanying notes are an integral part of these statements

St. Helena Parish Police Jury
Statement of Revenues, Expenditures, and Changes in Fund Balances-
Budget and Actual-Road District Mtc. Fund
For the Year Ended December 31, 2004

	<u>Budgeted Amounts</u>		Actual Amounts	Variance with
	<u>Original</u>	<u>Final</u>	<u>Budgetary Cash Basis</u>	<u>Final Budget Positive (Negative)</u>
Budgetary Fund Balances, Beginning	\$ 27,821	\$ 26,611	\$ 26,611	\$ -
Resources (Inflows)				
Taxes:				-
Ad valorem	140,000	163,219	163,219	-
Sales and use	450,000	495,000	496,417	1,417
Other taxes, penalties, interest, etc.				-
Licenses and permits	8,000	8,100	6,900	(1,200)
Intergovernmental revenues:				-
Federal grants				-
State funds:				-
Parish transportation funds	130,000	130,000	127,447	(2,553)
State revenue sharing (net)	13,500	13,500	13,437	(63)
Gaming revenues				-
Other state funds				-
Contributions from local governments				-
Fees, charges, and commissions for services				-
Fines and forfeitures				-
Rents and royalties				-
Investment earnings	2,000	2,950	3,171	221
Other revenues	200	100	100	-
Sale of capital assets				-
Loans repayment from other Funds				-
Transfers from other funds		62,100	62,100	-
Amounts Available For Appropriations	<u>771,521</u>	<u>901,580</u>	<u>899,402</u>	<u>(2,178)</u>
Charges to Appropriations (outflows)				
General government	3,260	4,265	4,787	(522)
Public safety				-
Public works	732,155	812,342	791,090	21,252
Cultural and recreation				-
Health and welfare				-
Community development				-
Economic development				-
Payments to component units				-
Debt service				-
Capital outlay		3,493	3,493	-
Other				-
Loans made to other funds				-
Transfers to other funds				-
Total Charges to Appropriations	<u>735,415</u>	<u>820,100</u>	<u>799,370</u>	<u>20,730</u>
Budgetary Fund Balances, Ending	<u>\$ 36,106</u>	<u>\$ 81,480</u>	<u>\$ 100,032</u>	<u>\$ 18,552</u>

The accompanying notes are an integral part of these statements

St. Helena Parish Police Jury
Statement of Revenues, Expenditures, and Changes in Fund Balances-
Budget and Actual-Health Unit Fund
For the Year Ended December 31, 2004

	<u>Budgeted Amounts</u>		Actual Amounts	Variance with
	<u>Original</u>	<u>Final</u>	<u>Budgetary Cash Basis</u>	<u>Final Budget Positive (Negative)</u>
Budgetary Fund Balances, Beginning	\$ 300,740	\$ 306,819	\$ 306,819	\$ -
Resources (Inflows)				
Taxes:				-
<i>Ad valorem</i>	120,000	142,201	142,001	(200)
Sales and use				-
Other taxes, penalties, interest, etc.				-
Licenses and permits				-
Intergovernmental revenues:				-
Federal grants				-
State funds:				-
Parish transportation funds				-
State revenue sharing (net)	8,000	8,000	7,874	(126)
Gaming revenues				-
Other state funds				-
Contributions from local governments				-
Fees, charges, and commissions for services				-
Fines and forfeitures				-
Rents and Royalties	6,000	6,000	4,000	(2,000)
Investment earnings	20,600	9,600	9,129	(471)
Other revenues				-
Sale of capital assets				-
Loans repayment from other Funds				-
Transfers from other funds				-
Amounts Available For Appropriations	<u>455,340</u>	<u>472,620</u>	<u>469,823</u>	<u>(2,797)</u>
Charges to Appropriations (outflows)				
General government				-
Public safety				-
Public works				-
Cultural and recreation				-
Health and welfare	162,357	165,686	160,205	5,481
Community development				-
Economic development				-
Payments to component units				-
Debt service				-
Capital outlay	359	359		359
Other				-
Loans made to other funds				-
Transfers to other funds	<u>6,184</u>	<u>5,826</u>	<u>5,826</u>	-
Total Charges to Appropriations	<u>168,900</u>	<u>171,871</u>	<u>166,031</u>	<u>5,840</u>
Budgetary Fund Balances, Ending	<u>\$ 286,440</u>	<u>\$ 300,749</u>	<u>\$ 303,792</u>	<u>\$ 3,043</u>

The accompanying notes are an integral part of these statements

St. Helena Parish Police Jury
Statement of Revenues, Expenditures, and Changes in Fund Balances-
Budget and Actual-Solid Waste Fund
For the Year Ended December 31, 2004

	<u>Budgeted Amounts</u>		Actual Amounts	Variance with
	<u>Original</u>	<u>Final</u>	<u>Budgetary</u> <u>Cash Basis</u>	<u>Final Budget</u> <u>Positive (Negative)</u>
Budgetary Fund Balances, Beginning	\$ 180,951	\$ 182,418	\$ 182,418	\$ -
Resources (Inflows)				
Taxes:				-
Ad valorem				-
Sales and use	450,000	495,000	496,417	1,417
Other taxes, penalties, interest, etc.				-
Licenses and permits				-
Intergovernmental revenues:				-
Federal grants				-
State funds:				-
Parish transportation funds				-
State revenue sharing (net)				-
Gaming revenues				-
Other state funds				-
Contributions from local governments				-
Fees, charges, and commissions for services				-
Fines and forfeitures				-
Rents and Royalties				-
Investment earnings	4,000	5,200	5,439	239
Other revenues				-
Sale of capital assets				-
Loans repayment from other Funds				-
Transfers from other funds				-
Amounts Available For Appropriations	<u>634,951</u>	<u>682,618</u>	<u>684,274</u>	<u>1,656</u>
Charges to Appropriations (outflows)				
General government				-
Public safety				-
Public works	523,000	546,053	546,053	-
Cultural and recreation				-
Health and welfare				-
Community development				-
Economic development				-
Payments to component units				-
Debt service				-
Capital outlay				-
Other				-
Loans made to other funds				-
Transfers to other funds				-
Total Charges to Appropriations	<u>523,000</u>	<u>546,053</u>	<u>546,053</u>	<u>-</u>
Budgetary Fund Balances, Ending	<u>\$ 111,951</u>	<u>\$ 136,565</u>	<u>\$ 138,221</u>	<u>\$ 1,656</u>

The accompanying notes are an integral part of these statements

St. Helena Parish Police Jury
Greensburg, Louisiana

Notes to Budgetary Comparison Schedules

BUDGET POLICIES

Budgetary procedures applicable to the St. Helena Parish Police Jury are defined in state law, Louisiana Revised Statutes 39:1301-1315. The Police Jury used the following budget practices:

1. The Police Jury must adopt a budget each year for the general fund and each special revenue fund, if applicable.

The Police Jury must prepare and submit the proposed budget for consideration not later than fifteen days prior to the beginning of each fiscal year. At the same time, if total proposed expenditures are \$500,000 or more, a notice of public hearing on the proposed budget must be published in the official journal in the parish. The notice of public hearing was published in the official journal on December 10, 2003 which was held on December 23, 2003.

All action necessary to adopt and implement the budget must be completed prior to the beginning of the fiscal year. The budget was adopted on December 23, 2003.

Budgetary amendments involving the transfers of funds from one program or function to another or involving increase in expenditures resulting from revenues exceeding amount estimated require the approval of the Police Jury. The secretary-treasurer presents necessary budget amendments to the Police Jury during the year when actual operations are different from those anticipated in the original budget. The Police Jury adopts the amendments and they are made available for public inspection.

2. All budgetary appropriations lapse at the end of each fiscal year.
3. The Police Jury does not use encumbrance accounting.
4. Budgets are integrated into the accounting system, and the budgetary data, as presented in the financial statements for all funds with annual budgets, compare the expenditures with the amended budgets. All budgets are presented in accordance with the cash basis of accounting. Debt Service, Capital Project Funds, and Fiduciary Funds are not budgeted. A budget comparison for the Communications Fund which is a major fund is not presented since it is a capital project fund.

St. Helena Parish Police Jury
Greensburg, Louisiana

Notes to Budgetary Comparison Schedules

EXCESS OF EXPENDITURES OVER APPROPRIATIONS

The following individual funds had actual expenditures over budgeted appropriations for the year ended December 31, 2004:

<u>Fund</u>	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
Off-Duty Law Fund	7,024	7,317	7,467	150

The unfavorable variance is not in violation of the Local Government Budget Act.

St. Helena Parish Police Jury
Greensburg, Louisiana

Notes to Budgetary Comparison Schedules
For the Year Ended December 31, 2004

Budget to GAAP Reconciliation-Explanation of Differences Between Budgetary Inflows and Outflows and GAAP Revenues and Expenditures

	General	RBM	Health Unit	Solid Waste
Sources/inflows of Resources:				
Actual amounts (budgetary basis) "available for appropriation" from the Budgetary Comparison Schedule	\$2,333,268	\$ 899,402	\$ 469,823	\$ 684,274
Differences-budget to GAAP:				
The fund balance at the beginning of the year is budgetary resource but is not a current-year revenue for financial reporting purposes.	(605,836)	(26,611)	(306,819)	(182,418)
Federal Grants received prior to the qualifying expenditure which is a budgetary resource but not a current-year revenue for financial reporting purposes and reclassified as deferred revenues	(15,000)			
Transfers from other funds are inflows of budgetary resources but are not revenues for financial reporting purposes	(18,517)	(62,100)		
Loans repaid from other funds are inflows of budgetary resources but are not revenues for financial reporting purposes	(76,033)			
The proceeds from the sale of assets are budgetary resources but are regarded as other financing sources, rather than revenue, for financial reporting purposes	(1,500)			
Accrual of accounts receivable for financial reporting purposes	64,320	(37,465)	(909)	(33,878)
Total revenues as reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	1,680,702	773,226	162,095	467,978
Uses/Outflows of resources:				
Actual Amounts (budgetary basis) "total charges to appropriations" from the Budgetary Comparison Schedule	1,658,856	799,370	166,031	546,053
Transfers to other funds are outflows of budgetary resources but are not expenditures for financial reporting purposes	(211,631)		(5,826)	
Loans made to other funds are outflows of budgetary resources but are not expenditures for financial reporting purposes	(95,889)			
Accrual of accounts payable for financial reporting	9,326	(3,720)	2,520	2,157
Total expenditures as reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	\$1,360,662	\$ 795,650	\$ 162,725	\$ 548,210

St. Helena Parish Police Jury
Greensburg, Louisiana

Other Supplemental Schedules
Combining Nonmajor Governmental Funds
By Fund Type

St. Helena Parish Police Jury
Balance Sheet, Governmental Funds-By Fund Type
December 31, 2004

Schedule 5

	Non Major			Total
	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Non Major Other Funds
ASSETS				
Cash and cash equivalents	\$ 897,758	\$ 2,758	\$ 2	\$ 900,518
Investments				-
Receivables (net of allowances for uncollectibles)	552,133		19,856	571,989
Due from other funds	30,850			30,850
Due from component units				-
TOTAL ASSETS	1,480,741	2,758	19,858	1,503,357
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts, salaries, and other payables	23,799			23,799
Due to other funds	32,718		19,856	52,574
Deferred revenues				-
Other liabilities	20,055			20,055
Total Liabilities	76,572	-	19,856	96,428
Fund balances:				
Reserved for:				-
Capital projects			2	2
Debt services		2,758		2,758
Unreserved, reported in:				-
General Fund				-
Special revenue funds	1,404,169			1,404,169
Capital projects funds				-
TOTAL FUND BALANCE	1,404,169	2,758	2	1,406,929
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,480,741	\$ 2,758	\$ 19,858	\$ 1,503,357

The accompanying notes are an integral part of these statements

St. Helena Parish Police Jury
NONMAJOR GOVERNMENTAL FUNDS
Combining Statement of Revenues, Expenditures
and Changes in Fund Balances - By Fund Type

For the Year Ended December 31, 2004

	NonMajor			TOTAL
	Special	Debt	Capital	NonMajor
	Rev Funds	Service Funds	Project Funds	Other Funds
REVENUES				
Taxes:				
Ad valorem	\$ 554,384	\$	\$	\$ 554,384
Sales and use				-
Other taxes, penalties, interest, etc.				-
Licenses and permits				-
Intergovernmental revenues:				-
Federal grants				-
State funds:				-
Parish transportation funds				-
State revenue sharing (net)	46,126			46,126
Other			551,135	551,135
Fees, charges, and commissions for services	72,687			72,687
Fines and forfeitures	2,490			2,490
Rents and Royalties	2,406			2,406
Investment earnings	23,304	136	2	23,442
Other revenues	24,625			24,625
Total Revenues	726,022	136	551,137	1,277,295
EXPENDITURES				
General government	25,576	159		25,735
Public safety	61,235			61,235
Public works	398,031			398,031
Cultural and recreation				-
Health and welfare				-
Community development				-
Economic development	502			502
Payments to component units			24,810	24,810
Debt service	83,166	50,143		133,309
Capital outlay	230,997		532,125	763,122
Other				-
Total Expenditures	799,507	50,302	556,935	1,406,744
Excess (Deficiency) of Revenues Over (Under) Expenditures	(73,485)	(50,166)	(5,798)	(129,449)
OTHER FINANCING SOURCES (USES)				
Transfers in	140,115	52,389	5,800	198,304
Transfers out	(87,463)			(87,463)
Capital leases	36,030			36,030
Sale of capital assets	24,000			24,000
Total Other Financing Sources and Uses	112,682	52,389	5,800	170,871
Net Change in Fund Balance	39,197	2,223	2	41,422
Fund balances -- beginning	1,364,972	535	-	1,365,507
Fund balances -- ending	\$ 1,404,169	\$ 2,758	\$ 2	\$ 1,406,929

The accompanying notes are an integral part of these statements

St. Helena Parish Police Jury
Greensburg, Louisiana

NONMAJOR SPECIAL REVENUE FUNDS

Road District Maintenance Funds

The Road District Maintenance Funds are used to account for the operations and road maintenance in Road District Nos. 1, Sub Road 1 and Sub Road 2 of 2, 3, 4, 5, and 6. Financing is provided by ad valorem taxes, state revenue sharing funds, and interest earned on surplus cash balances.

Fifth Ward Fire Protection Maintenance Fund

The Fifth Ward Fire Protection Maintenance Fund is used to account for the operations of a volunteer fire department providing fire protection for the fifth ward. Financing is provided by ad valorem taxes, the two- percent fire insurance rebate, state revenue sharing funds, and interest earned on surplus cash balances.

Fire Protection District 2 Fund

The Fire Protection District 2 Fund is used to account for the operations of a volunteer fire department providing fire protection in the northwestern portion of St. Helena Parish, Louisiana. Financing is provided by ad valorem taxes, the two- percent fire insurance rebate, and interest earned on surplus cash balances.

Fire Protection District 3 Fund

The Fire Protection District 3 Fund is used to account for the operations of a volunteer fire department providing fire protection for District No. 1. Financing is provided by ad valorem taxes and interest earned on surplus cash balances.

South 2nd District #1 Fund

The Fire Protection South 2nd District No. 1 Fund is used to account for the operations of a volunteer fire department providing fire protection for south 2nd Ward. Financing is provided by ad valorem taxes and interest earned on surplus cash balances.

St. Helena Parish Police Jury
Greensburg, Louisiana

NONMAJOR SPECIAL REVENUE FUNDS

Industrial District

The Industrial District Fund is used to account for the rent receipts and expenditures related to the Industrial Park

Office of Motor Vehicle Fund

The Office of Motor Vehicle Fund is used to account for the collection of a \$2.00 fee per service or transaction collected, which is used solely to defray local cost of operating the local field office in the parish.

Off-Duty Law Enforcement

The Off-Duty Law Enforcement Fund is used to account for the payment of witness fees to off-duty law enforcement officers in criminal matters. Financing is provided from proceeds of criminal cases in accordance with Louisiana Revised Statute 15:255.

E-911 Communications Fund

The E-911 Fund is used to account for operations of an enhanced 911 emergency telephone system. Financing is provided by an emergency telephone service charge.

Revolving Loan Fund

The Revolving Loan Fund is used to account for a Farmer's Home Administration "Rural Business Enterprise Grant" of \$100,000. The grant funds will be used as a revolving loan fund to make loans to new businesses in the St. Helena area.

Criminal Court Fund

The Criminal Court Fund is used to account for the expenses of the criminal court of the parish. Expenditures are made from the fund on motion of the district attorney and approval of the district judges. Financing is provided from fines and forfeitures imposed by the district court and district attorney's conviction fees in criminal cases.

St. Helena Parish Police Jury
Balance Sheet, Governmental Funds-by Fund Type-Special Revenue
December 31, 2004

Rd #1 Fund	Sub 1 of 2 Fund	Sub 2 of 2 Fund	Rd #3 Fund	Rd #4 Fund	Rd #5 Fund	Rd #6 Fund	Indust. Fund	Non Major					Criminal Ct. Fund	Rev Loan Fund	Off-duty Fund	E-911 Fund	So 2nd Fire Fund	Fire #2 Fund	Fire #3 Fund	Fire #4 Fund	5th Wd Fire Fund	Total Non Major Revenue Funds
\$ 11,508	\$ 52,092	\$ 4,515	\$ 108,710	\$ 43,686	\$ 51,317	\$ 26,699	\$ 14,455	\$ 162,686	\$ 104,527	\$ 51,427	\$ 8,186	\$ 91,205	\$ 1,546	\$ 150,443	\$ -	\$ 14,756	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 897,758
58,205	14,954	26,370	89,467	108,058	33,431	26,441	3,220	27,877	48,181	86,591	17,311	11,049	390	-	-	-	-	-	-	-	-	552,133
2,000	2,000	7,000	15,089	761	-	-	-	-	-	4,000	-	-	-	-	-	-	-	-	-	-	-	30,850
71,713	69,046	37,885	198,177	166,833	85,509	53,140	17,675	190,563	152,708	142,018	25,497	102,254	1,936	150,443	-	15,344	-	-	-	-	-	1,480,741
22																						
1,957	2,000	2,102	1,354	251	511	427	26	6,294	1,016	204	6,071	5,003	300	218	-	-	-	-	-	-	-	23,799
2,058	570	980	3,209	4,264	1,549	1,014	1,289	2,004	3,118	-	-	-	-	-	-	-	-	-	-	-	-	32,718
4,037	2,570	3,082	9,324	7,515	2,060	18,441	26	7,583	3,020	3,322	10,071	5,003	300	-	-	218	-	-	-	-	-	20,055
67,676	66,476	34,803	188,853	159,318	83,449	34,699	17,649	182,980	149,688	138,696	15,426	97,251	1,636	150,443	-	15,126	-	-	-	-	-	1,404,169
67,676	66,476	34,803	188,853	159,318	83,449	34,699	17,649	182,980	149,688	138,696	15,426	97,251	1,636	150,443	-	15,126	-	-	-	-	-	1,404,169
\$ 71,713	\$ 69,046	\$ 37,885	\$ 198,177	\$ 166,833	\$ 85,509	\$ 53,140	\$ 17,675	\$ 190,563	\$ 152,708	\$ 142,018	\$ 25,497	\$ 102,254	\$ 1,936	\$ 150,443	\$ -	\$ 15,344	\$ -	\$ -	\$ -	\$ -	\$ -	1,480,741

ASSETS

Cash and cash equivalents
Investments
Receivables (net of allowances for uncollectibles)
Due from other funds
Due from component units
TOTAL ASSETS

LIABILITIES AND FUND BALANCES

Liabilities:
Accounts, salaries, and other payables
Due to other funds
Deferred revenues
Other liabilities
Total Liabilities
Fund balances
Reserved for:
Capital projects
Debt services
Unreserved, reported in:
General Fund
Special revenue funds
Capital projects funds
TOTAL FUND BALANCE
TOTAL LIABILITIES AND FUND BALANCES

St. Helena Parish Police Jury
NONMAJOR GOVERNMENTAL FUNDS
Combining Statement of Revenues, Expenditures
and Changes in Fund Balances - by Fund Type-Special Revenue
For the Year Ended December 31, 2004

	NonMajor Funds																TOTAL	
	Rd #1	Sub 1 of 2	Sub 2 of 2	Rd #3	Rd #4	Rd #5	Rd #6	Indust.	5th wd fire	Fire #2	Fire #3	So 2nd Fir	E-911	Off-duty	Rev Loan	Criminal Ct	OMV	Non-Major Special
	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Revenue Funds
REVENUES																		
Taxes:																		
Ad valorem	\$ 60,575	\$ 15,860	\$ 27,989	\$ 91,652	\$ 100,590	\$ 38,929	\$ 27,419		\$ 32,401	\$ 48,682	\$ 90,632	\$ 19,655	\$	\$	\$	\$	\$	\$ 554,384
Sales and use																		-
Other taxes, penalties, interest, etc.																		-
Licenses and permits																		-
Intergovernmental revenues:																		-
Federal grants																		-
State funds:																		-
Parish transportation funds																		-
State revenue sharing (net)	1,660	2,118	1,805	5,447	8,028	7,444	5,620		6,203	3,656	4,145							46,126
Other state funds																		-
Fees, charges, and commissions for services																		-
Fines and forfeitures																		-
Rents and royalties																		-
Investment earnings																		-
Other revenues	642	1,131	320	3,064	1,388	790	393	2,406	3,883	2,778	2,208	231	2,023	30	4,001	10	204	23,304
									6,696	4,415	4,724	8,790						24,625
Total Revenues	\$ 62,877	\$ 19,109	\$ 30,114	\$ 100,163	\$ 110,006	\$ 47,163	\$ 33,432	\$ 2,614	\$ 49,183	\$ 59,531	\$ 101,709	\$ 28,676	\$ 66,240	\$ 2,520	\$ 4,001	\$ 10	\$ 8,674	\$ 726,022
EXPENDITURES																		
General government	2,058	570	980	3,651	4,494	1,703	1,168		1,289	2,110	3,464	53	108			(691)	4,619	25,576
Public safety																		61,235
Public works	59,894	25,577	61,705	47,124	57,333	28,769	33,912		29,625	16,461	29,310	8,321	64,396	3,309		(6,470)		398,031
Cultural and recreation																		-
Health and welfare																		-
Community development																		-
Economic development																		-
Payments to component units															159			502
Debt service	9,635	1,500	6,355	29,035	8,069	10,976	147											83,166
Capital outlay	3,985		610	5,565	80,811	2,000	15,000		2,150	37,115	66,283	15,978						230,997
Other																		-
Total Expenditures	\$ 75,572	\$ 27,647	\$ 69,650	\$ 85,375	\$ 150,707	\$ 43,448	\$ 50,227	\$ 343	\$ 33,064	\$ 55,686	\$ 118,006	\$ 24,352	\$ 64,504	\$ 3,309	\$ 159	\$ (7,161)	\$ 4,619	\$ 799,507
Excess (Deficiency) of Revenues	(12,695)	(8,538)	(39,536)	(14,788)	(40,701)	(3,715)	(16,795)	(2,271)	(16,119)	(3,845)	(16,297)	(4,324)	(1,736)	(789)	(3,842)	(7,171)	(4,055)	(73,485)
OTHER FINANCING SOURCES (USES)																		
Transfers in	10,000	10,000	20,000	20,000	20,000	20,000	35,732											140,115
Transfers out				(5,800)		(15,732)		(88)	(8,255)	(31,514)	(9,915)	(7,413)	(2,674)	(4,458)	(1,614)	4,383		(87,463)
Capital leases				36,030														36,030
Sale of capital assets	1,500			3,500														24,000
Total Other Financing Sources and Uses	11,500	10,000	20,000	17,700	71,030	4,268	35,732	(88)	(8,255)	(31,514)	(5,915)	(7,413)	(2,674)	(4,458)	(1,614)	4,383	-	112,682
Net Change in Fund Balance	(1,195)	1,462	(19,536)	32,488	30,329	7,983	18,937	2,183	7,864	(27,669)	(22,212)	(3,089)	(938)	(5,247)	2,228	11,554	4,055	39,197
Fund balances -- beginning	68,871	65,014	54,339	156,365	128,989	75,466	15,762	15,466	175,116	177,357	160,908	18,515	98,189	6,883	148,215	(11,534)	11,071	1,364,972
Fund balances -- ending	\$ 67,676	\$ 66,476	\$ 34,803	\$ 188,853	\$ 159,318	\$ 83,449	\$ 34,699	\$ 17,649	\$ 182,980	\$ 149,688	\$ 138,696	\$ 15,426	\$ 97,251	\$ 1,636	\$ 150,443	\$ -	\$ 15,126	\$ 1,404,169

The accompanying notes are an integral part of these statements.

St. Helena Parish Police Jury
Greensburg, Louisiana

NONMAJOR CAPITAL PROJECTS FUNDS

Louisiana Development Community Block Grant Fund

The Community Development Block Grant Fund is used to account for a federal grant in the amount of \$497,603 to be used for the reconstruction of Pistal Womack Road, Leon Brown Lane, Charlotte Lee Lane, Calmes Road, McDaniel Road, and Brother Lane located in St. Helena Parish.

Rohner-Muse Fund

The Rohner-Muse Fund is used to account for a state grant from the Louisiana Economic Development Corporation in the amount of \$832,088. The grant is to be used to upgrade and asphalt Rohner Road and Muse Road in order to ship raw material and products to Amerchol Corporation who is privately sponsoring the remaining cost of upgrading the roads.

New Hope Road Fund

The New Hope Road Fund is used to account for a state grant from the Louisiana Office of Rural Development in the amount of \$85,000. The grant is to be used to pave New Hope Road.

Fire Protection District #4 Grant Fund

The Fire Protection District #4 Fund is used to account for a state grant in the amount of \$24,810 from the Louisiana Rural Development to purchase fire equipment to increase fire protection services.

South 2nd Ward Grant Fund

The South 2nd Ward Grant Fund is used to account for a state grant in the amount of \$20,000 from the Office of Rural Development to construct a fire station. As of December 31, 2004, construction has not begun.

South 2nd Ward Capital Outlay Fund

The South 2nd Ward Grant Fund was used to account for state funds budgeted by the state for the construction of a fire station. The funds were not obtained and the account was closed during 2004.

St. Helena Parish Polcie Jury
Balance Sheet, Governmental Funds-by Fund Type-Capital Outlay Fund
December 31, 2004

	LCDBG Fund	Rohner- Muse Fund	New Hope Fund	Fire #4 Grant Fund	So 2nd Ward Grant Fund	So 2nd Ward Capital Fund	Total Non Major Capital Project Funds
ASSETS							
Cash and cash equivalents	-	\$	1	\$	1		2
Investments							-
Receivables (net of allowances for uncollectibles)		19,856					19,856
Due from other funds							-
Due from component units							-
TOTAL ASSETS	-	19,857	1	-	-	-	19,858
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts, salaries, and other payables							-
Due to other funds		19,856					19,856
Due to component units							-
Deferred revenues							-
Other liabilities							-
Total Liabilities	-	19,856	-	-	-	-	19,856
Fund balances:							
Reserved for:							
Capital projects		1	1				2
Debt services							-
Unreserved, reported in:							-
General Fund							-
Special revenue funds							-
Capital projects funds							-
TOTAL FUND BALANCE	-	1	1	-	-	-	2
TOTAL LIABILITIES AND FUND BALANCES	-	\$ 19,857	\$ 1	-	-	-	\$ 19,858

The accompanying notes are an integral part of these statements

St. Helena Parish Police Jury
NONMAJOR GOVERNMENTAL FUNDS
Combining Statement of Revenues, Expenditures
and Changes in Fund Balances - by Fund Type-Capital Projects Funds
For the Year Ended December 31, 2004

	LCDBG Fund	Rohner- Muse Fund	New Hope Fund	Fire #4 Grant Fund	So 2nd Ward Grant Fund	So 2nd Ward Capital Fund	TOTAL Non-Major Capital Project Funds
REVENUES							
Taxes:							
Ad valorem	\$	\$	\$	\$	\$	\$	-
Sales and use							-
Other taxes, penalties, interest, etc.							-
Licenses and permits							-
Intergovernmental revenues:							-
Federal grants							-
State funds:							-
Parish transportation funds							-
State revenue sharing (net)							-
Other	427,347	94,778	4,200	24,810			551,135
Fees, charges, and commissions for services							-
Fines and forfeitures							-
Investment earnings		1	1				2
Other revenues							
Total Revenues	427,347	94,779	4,201	24,810	-	-	551,137
EXPENDITURES							
General government							-
Public safety							-
Public works							-
Cultural and recreation							-
Health and welfare							-
Community development							-
Economic development							-
Payments to component units				24,810			24,810
Debt service							-
Capital outlay	427,347	94,778	10,000				532,125
Other							-
Total Expenditures	427,347	94,778	10,000	24,810	-	-	556,935
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	1	(5,799)	-	-	-	(5,798)
OTHER FINANCING SOURCES (USES)							
Transfers in			5,800				5,800
Transfers out							-
Capital leases							-
Sale of capital assets							-
Total Other Financing Sources and Uses	-	-	5,800	-	-	-	5,800
Net Change in Fund Balance	-	1	1	-	-	-	2
Fund balances -- beginning	-	-	-	-	-	-	-
Fund balances -- ending	\$ -	\$ 1	\$ 1	\$ -	\$ -	\$ -	\$ 2

The accompanying notes are an integral part of these statements

ST. HELENA PARISH POLICE JURY
GREENSBURG, LOUISIANA

NONMAJOR DEBT SERVICE FUNDS

Fire Protection District #2 Sinking

The Fire Protection District #2 Sinking Fund is used to accumulate funds for the annual installment due on the Certificate of Indebtedness. The proceeds from the certificate of indebtedness funded the purchase of a fire truck for district #2. Transfers will be made from the Fire Protection District #2 Fund for this purpose and accumulated in this account.

Revenue Bonds 2001 Sinking

The Revenue Bond 2001 Sinking Fund is used to accumulate funds for the annual installment due on the Revenue Bonds. The revenue bond was issued for the purpose of constructing a facility to house the Police Jury office and the county parish agent. Transfers will be made from the General Fund for this purpose and accumulated in this account.

Schedule 11

St. Helena Parish Police Jury
Balance Sheet, Governmental Funds-by Fund Type-Debt Service
December 31, 2004

	Revenue Bond Sinking	Fire Fire Prot. #2 Sinking	Total Non Major Debt Service Funds
ASSETS			
Cash and cash equivalents	\$ 2,461	\$ 297	\$ 2,758
Investments			-
Receivables (net of allowances for uncollectibles)			-
Due from other funds			-
Due from component units			-
TOTAL ASSETS	2,461	297	2,758
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts, salaries, and other payables			-
Due to other funds			-
Due to component units			-
Deferred revenues			-
Other liabilities			-
Total Liabilities	-	-	-
Fund balances:			
Reserved for:			
Capital projects			-
Debt services	2,461	297	2,758
Unreserved, reported in:			-
General Fund			-
Special revenue funds			-
Capital projects funds			-
TOTAL FUND BALANCE	2,461	297	2,758
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,461	\$ 297	\$ 2,758

The accompanying notes are an integral part of these statements

St. Helena Parish Police Jury
NONMAJOR GOVERNMENTAL FUNDS
Combining Statement of Revenues, Expenditures
and Changes in Fund Balances - by Fund Type-Debt Service Funds
For the Year Ended December 31, 2004

	Rev Bond	FPD2	TOTAL
	Sinking Fund	Sinking Fund	NonMajor Debt Service Funds
REVENUES			
Taxes:			
Ad valorem	\$	\$	-
Sales and use			-
Other taxes, penalties, interest, etc.			-
Licenses and permits			-
Intergovernmental revenues:			-
Federal grants			-
State funds:			-
Parish transportation funds			-
State revenue sharing (net)			-
Fees, charges, and commissions for services			-
Other			-
Fines and forfeitures			-
Investment earnings	121	15	136
Other revenues			-
Total Revenues	121	15	136
EXPENDITURES			
General government	159		159
Public safety			-
Public works			-
Cultural and recreation			-
Health and welfare			-
Community development			-
Economic development			-
Payments to component units			-
Debt service	27,285	22,858	50,143
Capital outlay			-
Other			-
Total Expenditures	27,444	22,858	50,302
Excess (Deficiency) of Revenues Over (Under) Expenditures	(27,323)	(22,843)	(50,166)
OTHER FINANCING SOURCES (USES)			
Transfers in	29,531	22,858	52,389
Transfers out			-
Capital leases			-
Sale of capital assets			-
Total Other Financing Sources and Uses	29,531	22,858	52,389
Net Change in Fund Balance	2,208	15	2,223
Fund balances -- beginning	253	282	535
Fund balances -- ending	\$ 2,461	\$ 297	\$ 2,758

The accompany notes are an integral part of these statements

Schedule 13**St. Helena Parish Police Jury****Schedule of Compensation Paid Board Members
For the Year Ended December 31, 2004**

Board Member	<u>Salary</u>	<u>Travel</u>	<u>Total Amount</u>
Tommy Carter	477		477
Charles Davis	14,400	192	14,592
Frank Johnson	14,400	258	14,658
Willie Morgan, President	14,563	65	14,628
Harold Smith	444		444
Jule Wascom	13,960	123	14,083
Thomas Wicker	13,961	51	14,013
Donald Willson	14,400	211	14,611
Total			<u><u>\$ 87,505</u></u>

The accompanying notes are an integral part of these statements

St. Helena Parish Police Jury
Greensburg, Louisiana

Other Independent Auditor's Report and Findings
And Recommendations

St. Helena Parish Police Jury
Greensburg, Louisiana

Report on Compliance and Other Matters on Internal Control
Over Financial Reporting Based on an Audit of
Financial Statements Performed in Accordance
With *Government Auditing Standards*

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A Professional Accounting Corporation
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Hammond, Louisiana 70403
985-542-4155 fax 985-542-4186

**REPORT ON COMPLIANCE AND OTHER MATTERS ON INTERNAL CONTROL
OVER FINANCIAL REPORTING BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

St. Helena Parish Police Jury
Greensburg, Louisiana

I have audited the accompanying financial statements of the governmental activities, the aggregated discretely presented component units, each major fund, and the aggregate remaining fund information of the St. Helena Parish Police Jury (hereinafter referred to as "Police Jury") as of and for the year ended December 31, 2004, which collectively comprises the Police Jury's basic financial statements and have issued my report thereon dated June 29, 2005. I did not audit the financial statements of the following discretely presented component units, the St. Helena Parish Hospital Service District No. 1, St. Helena Parish Fire District No. 4, St. Helena Recreation and Parks District, St. Helena Parish Tourist Commission, and the St. Helena 5th Ward Recreation District which represents 53%, 2% and 99%, respectively, of the assets, net assets, and revenues of the aggregate discretely presented component units. The St. Helena Hospital Service District No. 1 financial statements were audited by other auditors whose report thereon has been furnished to me and my opinion, insofar as it relates to the amounts included for the St. Helena Hospital Service District No. 1, is based on the report of the other auditors.

Except as discussed in the following paragraph I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

The financial statements of the following discretely presented component units, St. Helena Parish Fire District No. 4, St. Helena Recreation and Parks District, St. Helena Parish Tourist Commission, and the St. Helena 5th Ward Recreation District have not been audited, and I am not engaged to audit their financial statements as part of my audit of the Policy Jury's basic financial statements. Their financial activities are included in the Policy Jury's basis financial statements as discretely presented components units and represent 12%, 4% and 10%, of the assets, net assets, and revenues, respectively, of the Police Jury's aggregate discretely presented components units.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Police Jury's, Greensburg, Louisiana internal control over financial reporting in order to determining my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I consider to be reportable conditions. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgment, could adversely affect the Police Jury's, Greensburg, Louisiana ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of current year audit findings as 04-09 through 04-12.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, I consider 04-09 through 04-12 to be material weaknesses. I have also noted other matters involving the internal control over financial reporting that I have reported to the St. Helena Parish Police Jury in a separate letter dated June 29, 2005.

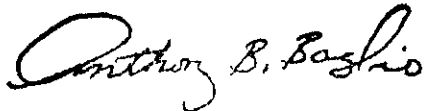
Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Police Jury's, Greensburg, Louisiana financial statements are free of material misstatements, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* which are described in the accompanying schedule of current year audit findings as items 04-01 through 04-08.

St. Helena Parish Police Jury
Report on Compliance
Page 3

I also noted certain additional matters that I reported to management of the Police Jury's, Greensburg, Louisiana, in a separate letter dated June 29, 2005.

This report is intended for the information and use of the audit committee, management, Louisiana Legislative Auditor, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than those specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

A handwritten signature in cursive script that reads "Anthony B. Baglio".

Anthony B. Baglio, CPA
Hammond, Louisiana
June 29, 2005

St. Helena Parish Police Jury
Greensburg, Louisiana

Report on Compliance with Requirements Applicable
To Each Major Program and Internal Control
Over Compliance in Accordance with OMB Circular A-133

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**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE
TO EACH MAJOR PROGRAM AND INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

St. Helena Parish Police Jury
Greensburg, Louisiana

Compliance

I have audited the compliance of the St. Helena Parish Police Jury, Greensburg, Louisiana (hereinafter referred to as "Police Jury"), with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 *Compliance Supplement* that are applicable to each of its major federal programs for the year ended December 31, 2004. The Police Jury, Greensburg, Louisiana's major federal programs are identified in the summary of auditor's results section of the accompany schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Police Jury, Greensburg, Louisiana's management. My responsibility is to express an opinion on the Police Jury's compliance based on my audit.

I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Police Jury, Greensburg, Louisiana's compliance with those requirements and performing such other procedures as I considered necessary in the circumstances. I believe that my audit provides a reasonable basis for my opinion. My audit does not provide a legal determination the Police Jury's compliance with those requirements.


In my opinion, the Police Jury, Greensburg, Louisiana, complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 2004.

Internal Control Over Compliance

The management of the Police Jury, Greensburg, Louisiana is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing my audit, I considered the Police Jury's, Greensburg, Louisiana internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine my auditing procedures for the purpose of expressing an opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

My consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts, and grants caused by error or fraud that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over compliance and its operation that I consider to be material weaknesses.

This report is intended solely for the information of the St. Helena Parish Police Jury, Greensburg, Louisiana management, the Legislative Auditor of the State of Louisiana, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.


Anthony B. Baglio, CPA
Hammond, Louisiana

June 29, 2005

St. Helena Parish Police Jury
Greensburg, Louisiana

Federal Schedules and Notes

St. Helena Parish Police Jury

**Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2004**

<u>FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM TITLE</u>	<u>FEDERAL CFDA NUMBER</u>	<u>PASS- THROUGH GRANTOR'S NUMBER</u>	<u>FEDERAL EXPENDITURES</u>
Primary Government			
United States Department of Homeland Security			
<i>Direct programs:</i>			
Emergency Preparedness and Response Directorate (FEMA)			
Parishwide Communication systems	97.044	N/A	\$ 157,314
Passed through Louisiana Department of Military:			
Passed through Louisiana Department of Office of Homeland Security FY03 Program I	97.004	N/A	33,245
Passed through Louisiana Department of Military:			
Passed through Louisiana Department of Office of Homeland Security FY03 Program II	97.004	N/A	112,497
Passed through Louisiana Department of Military:			
Passed through Louisiana Department of Office of Homeland Security Various Programs	97.042	N/A	22,178
Total United States Department of Homeland Security			<u>325,234</u>
United States Department of Administration			
Passed through Louisiana Department of Community Development:			
Passed through Louisiana Department of Office of Community Development LCDBG	14.228	N/A	427,347
Total United States Department of Administration			<u>427,347</u>
Total Federal Awards			<u>\$ 752,581</u>

See Accompanying Notes to Schedule of Expenditures of Federal Awards

St. Helena Parish Police Jury

**Notes to Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2004**

Note A-BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Police Jury, Greensburg, Louisiana and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in preparation of, the basic financial statements.

Schedule of Findings and Questioned Costs For the Year Ended December 31, 2004

Financial Statements

Unqualified

x Yes

x Yes

x Yes

 x Unqualified
Adverse

 Yes

Yes

 Yes

CFDA#
14.228

United States Department of Administration
Passed through Louisiana Department of Office
of Community Development LCDBG

Auditee qualified as a low-risk auditee?

Yes

 x No

St. Helena Parish Police Jury
Greensburg, Louisiana

Summary Schedule of Prior Audit Findings

ST. HELENA PARISH POLICE JURY

Greensburg, Louisiana

Summary Schedule of Prior Audit Findings

For The Year Ended December 31, 2004

Ref No.	Description of Finding	Management's Corrective Action Taken	Planned Corrective Action/Partial Corrective Action Taken
Section I-Compliance			
03-01	Parish Wide Capital Improvement Program is Incomplete	Partial	Have listing of projects-can not determine if on prioritized basis.
03-02	Weekly Work Schedule Not Adequate	Yes	
03-03	Possible Violation of Sick Leave Policy and Retirement Law	Partial	Still having problems in this area.
03-04	Fixed Assets Records Inadequate	Partial	Employee is tagging all assets and providing information to CPA to include in the Fixed Assets Lists.
03-05	Police Jury May Have Violated Public Bid Laws	Partial	Bids are being reviewed carefully for correct amounts.
Section II-Internal Control			
03-06	Sinking Fund Requirements for December 2003 for the Revenue Bond 2001 was not Made on time	Yes	
03-07	Controls Over Payroll Need To Be Improved	Yes	
03-08	Accumulated Leave Carried Over Incorrectly	Partial	Still having problems in this area.
03-09	Control of Hours Worked	Yes	

ST. HELENA PARISH POLICE JURY

Greensburg, Louisiana

**Summary Schedule of Prior Audit Findings
For The Year Ended December 31, 2004**

Ref No.	Description of Finding	Management's Corrective Action Taken	Planned Corrective Action/Partial Corrective Action Taken
03-10	Office Personnel Accounting Controls	Partial	CPA reviewing all accounting data for accuracy. Time sheets and leave slips are being signed by Sec/Treas and by Purchasing Agent/Payroll Clerk in the absence of Secretary-Treasurer. Sec/Treas's time and leave slips are approved by Purchasing Agent/Payroll Clerk.
03-11	Need to Improve Gasoline/Diesel Procedures	Partial	Road Superintendent is estimating mileage on trucks with broken odometers. Mileage is turned in by the employees every afternoon and checked by Road Superintendent. Reports are given to Jurors.
03-12	Accounts Payable Records Not Complete	Yes	
03-13	Controls Over Cellular Phones Need To Be Improved	Partial	Employees were given written notice, and it was included in the Personnel Manual, that cell phones are for Police Jury business only. Road Superintendent is provided a copy of the bills each month to review with employees. The Police Jury established the number of minutes per phone

ST. HELENA PARISH POLICE JURY

Greensburg, Louisiana

**Summary Schedule of Prior Audit Findings
For The Year Ended December 31, 2004**

Ref No.	Description of Finding	Management's Corrective Action Taken	Planned Corrective Action/Partial Corrective Action Taken
Section III - Management Letter			
ML03-01	No General Liability Insurance On Owned Property Nor Umbrella Policy	Partial	Quotes were requested in October 2004 to establish if this was affordable. No quotes were received.
ML03-02	Cash Management Laws	Partial	Pledge inventory report received every month and compared with bank balances. February 2004 did not have adequate security.
ML03-03	Ordinance #229 Related to Employees Working on Private Property	Partial	All employees received a copy of the ordinance and the Personnel Manual states that work on private property is prohibited.
ML03-04	Employee Personnel File Not Complete	Partial	Files have been updated, but some items missing.
ML03-05	Food and Soft Drinks at Board Meetings	Yes	
ML03-06	Renovations for Clerk of Court	Yes	

St. Helena Parish Police Jury
Greensburg, Louisiana

Schedule of Current Year Audit Findings

ST. HELENA PARISH POLICE JURY
Greensburg, Louisiana

SCHEDULE OF CURRENT YEAR AUDIT FINDINGS
For the Year Ended December 31, 2004

COMPLIANCE

FINDING NO. 04-01

Police Jury May Have Violated the Code of Ethics for Public Office

The Police Jury obtained telephone quotes from two (2) lumber companies and accepted the quote of Paul Davis Lumber Company in the amount of \$15,135.08. Paul Davis Lumber Company is owned by Paul Davis, who is the brother of Police Juror Charles Davis.

R.S. 42:1112 (b) requires no public servant shall participate in a transaction involving the governmental entity in which, to his actual knowledge, any of the following persons has a substantial economic interest: (1) Any member of the his immediate family.

It is recommended that in January of each year the current Police Jurors provide the purchasing agent and the road superintendent with a list of related parties to prevent purchasing from related parties.

FINDING NO. 04-02

Cash Management Laws

The Police Jury did not have sufficient pledged securities in the amount of \$75,575 to cover collected bank balances for the month of February 2004.

R.S. 39:1225 requires that the amount of the security shall at all times be equal to one hundred (100%) percent of the amount of collected funds on deposit to the credit of each depositing authority except that portion of the deposits insured by any governmental agency insuring bank deposits which is organized under the laws of the United States.

It is recommended that the Police Jury maintain a closer contact with the bank to assure that pledged securities are sufficient to cover collected funds on deposit. The Police Jury should notify the bank when large deposits are expected to assure sufficient security.

ST. HELENA PARISH POLICE JURY

Greensburg, Louisiana

SCHEDULE OF CURRENT YEAR AUDIT FINDINGS

For the Year Ended December 31, 2004

FINDING NO. 04-03

Fixed Asset Records Inadequate

The Police Jury is not maintaining a complete list of assets as required by R.S. 24:515 (B)(1).

The law requires that records should include information as to the date of purchase of such property or equipment, the initial cost, the disposition, if any, the purpose of such disposition, and the recipient of the property or equipment disposed. Good internal control over fixed assets requires that fixed assets be tagged for identification purposes and that annual physical inventory of fixed assets be conducted to ensure accuracy of fixed asset records.

In looking at a sample of fifty-five (55) items in the Finance Office and the Homeland Security, it was noted that 9 items were tagged but not on the asset list, 14 items had no tags, 4 items with duplicate tag numbers, 1 item had 3 tags but none of the numbers matched the asset list, and 1 tagged item (server, scanner) reflected on asset list, but the actual item was software not tagged.

1. It is recommended that the Police Jury complete the tagging process of the assets.
2. The Police Jury needs to take an inventory and update the list accordingly.

FINDING NO. 04-04

Sinking Fund Requirement for Fire 2 was Not Made on Time.

The Sinking Fund requirement for Fire 2 requires amounts equal to the principal and interest due for the calendar year be transferred to the fund when the first ad valorem tax payment is received.

The ad valorem tax payment was received on January 8, 2004 but the transfer was not made until March 9, 2004.

Controls should be established to insure the payments are transferred to the sinking fund when required.

ST. HELENA PARISH POLICE JURY

Greensburg, Louisiana

SCHEDULE OF CURRENT YEAR AUDIT FINDINGS

For the Year Ended December 31, 2004

FINDING NO. 04-05

Police Jury May Have Violated Public Bid Law

The Police Jury purchased two decontamination units totaling \$50,458 without bid and network software for \$14,175 without obtaining quotes.

Policy Jury purchased two decontamination units for a total of \$50,458. Originally the purchase was to be made through a state approved vendor which did not require bids. Due to time constraints the units were purchased from a non-approved vendor without first receiving bids. This was done on the advice of personnel administering the grant. There is no documentation to support this. Also, the Police Jury purchased network software for the Clerk of Court's office for \$14,175 and did not obtain quotes.

R.S. 38:2212.1 requires that if a purchase of materials and supplies is \$20,000 or greater that it must be advertised and let by contract to the lowest bidder according to specifications. If the purchase is \$10,000 but less than \$20,000 they must obtain a) three telephone or fax quotes, b) written confirmation of accepted offer, and c) if lower quote than accepted offer, reasons for refection required.

It is recommended that the Policy Jury establish controls to insure that the public bid laws are being followed.

FINDING NO. 04-06

Possible Violation of Retirement Law

The Police Jury is not including an employee who is working 40 hours per week in the retirement plan.

The retirement program requires all full time employees shall participate in the retirement plan.

An employee who was hired to work part time has been consistently working 40 hours per week. This employee is not included in the retirement plan.

It is recommended that the Police Jury consult with the retirement plan personnel in regards to the employee.

ST. HELENA PARISH POLICE JURY

Greensburg, Louisiana

SCHEDULE OF CURRENT YEAR AUDIT FINDINGS

For the Year Ended December 31, 2004

FINDING NO. 04-07

Grant Administration

There were three (3) grant files not available during the audit, one of those grants had semiannual and closeout reports filed late. The documentation for matching with volunteer hours was not adequate to determine if these are volunteer hours. On two (2) reimbursement grants, checks were written by the Police Jury but held for over three months until monies were received from the grantor. Some grant disbursements are coming from the general fund rather than the grant fund, making disbursements more difficult to follow.

In reviewing 15 grants, files were not available on FEMA Communication System Grant, EMPG Enhanced Hazmat, and HMEP grant. On the FEMA Communication System Grant, information obtained via the internet, indicated the semi annual report was filed late and the closeout report has not been completed.

It is recommended that the Police Jury complete the missing files and the closeout reports.

EMPG Enhanced Hazmat Grant, HMEP required a match. A portion of this match was satisfied by volunteer hours. Records on the volunteer hours do not provide adequate information to support the match.

It is recommended that the Police Jury maintain the proper grant documentation.

The Police Jury issued checks to vendors on reimbursement grants from EMPG Enhanced Hazmat and HMEP. Payment requests were submitted to the grants asking for reimbursements. The Police Jury held the vendor checks for over 3 months until they received grant proceeds. The grant requires the payment be made and then request reimbursement.

ST. HELENA PARISH POLICE JURY
Greensburg, Louisiana

SCHEDULE OF CURRENT YEAR AUDIT FINDINGS
For the Year Ended December 31, 2004

It is recommended that requests for reimbursement should not be made until the actual payment is made.

The Police Jury is not consistently paying bills from the appropriate grant accounts. On occasions the disbursements are made from the general fund and then the grant account reimburses the general fund. This makes tracking the grant difficult.

It is recommended that the Police Jury transfer funds to the appropriate grant account and then disburse all funds from that grant account.

Whenever a grant is obtained, management of the Police Jury needs to work with the grantor to make sure all guidelines are understood. The Police Jury should also have a qualified person to administer the grant to be sure all legal requirements are met.

FINDING NO. 04-08

Parish Wide Capital Improvement Program Possibly Incorrect

Not able to determine if the prioritized raking is based on parish needs.

R.S. 48:755 (A) requires police juries to adopt a parish-wide system of administration which should include the development of a capital improvement program on a selective basis. R.S. 48:755(B) provides that the parish-wide capital improvement program should list all projects to be constructed during the fiscal year. The Policy Jury should develop a parish-wide program of construction of parish roads to be commenced during the fiscal year. The program would be based on the anticipated revenues to be appropriated by the legislature and listed in a prioritized ranking based on parish-wide needs and shall include overlay projects. The program should list the projects that may reasonably be anticipated to be constructed in the following 2 years. The program should be adopted annually regardless of whether the Policy Jury anticipates capital improvements in the first year of the plan.

In reviewing the road priority list dated January 27, 2004 and October 12, 2004 it could not be determined if the roads listed were in the correct prioritized ranking based on parish-wide needs. Records are not available to determine what criteria were used to determine the order of the roads on the priority listing.

ST. HELENA PARISH POLICE JURY

Greensburg, Louisiana

SCHEDULE OF CURRENT YEAR AUDIT FINDINGS

For the Year Ended December 31, 2004

It is recommended a study of parish roads conditions be made to determine parish needs. This information should be documented and used to prepare the capital improvement program.

INTERNAL CONTROL

FINDING NO. 04-09

Hours of Work-Office Personnel

During the audit it was observed that office personnel are clocking out and leaving for lunch and still being paid for eight hours.

It is reflected in the minutes that office personnel are required to work from 8:00 a.m. to 4:00 p.m. with thirty minutes for lunch with the office remaining open. During the audit it was observed that office personnel are clocking out and leaving for lunch and still being paid for eight hours.

Based on your policy, the employee should be remaining on the premises during lunch. Since the employee is leaving, they are effectively not working eight hours per day. It is recommended that changes be made to the policy to insure office personnel work eight hour days.

FINDING NO. 04-10

Controls Over Permits Need to be Improved

Not all sewer and building permits are accounted for:

Out of a total of 554 sewer permits, 3 were missing and 7 were voided. Out of a total of 181 building permits there were 2 missing and 2 were voided. Of the 9 voids, 5 did not have all 4 copies; and also, on some of the completed permits, deposits were made but Police Jury copies were not available.

Logging Permits-\$600 Cash Missing

Of the 26 logging permits, 2 permits totaling \$600 could not be found in bank deposits.

ST. HELENA PARISH POLICE JURY
Greensburg, Louisiana

SCHEDULE OF CURRENT YEAR AUDIT FINDINGS
For the Year Ended December 31, 2004

It is recommended that you work with your CPA to establish written procedures on the accounting for permits. Once the procedures are established, controls should be put into place to insure the procedures are being followed. A further investigation should be made to determine what happened to the \$600.

FINDING NO. 04-11

Controls Over Cash Disbursements Needs to be Improved

A bill was paid for \$50,000 more than the invoiced amount.

A clerical error of \$50,000 was made in writing a check to a fire equipment supply company. A dollar sign was mistaken for a 5 resulting in a check being written for \$59,192.06 rather than \$9,192.06.

It is recommended that controls be established to match invoice amounts to checks before payment is made.

FINDING NO. 04-12

Approval of Office Personnel Payroll

Consistent checking and approving office personnel payroll not implemented.

In reviewing three payrolls, 1 employee had 2 payrolls not approved by payroll clerk. On the November 4, 2004 payroll, 3 of 6 office employees' time cards could not be reconciled to pay sheets.

It is recommended that controls be established to insure proper checking and approving of office personnel payroll.

St. Helena Parish Police Jury
Greensburg, Louisiana

Management Letter

Anthony B. Baglio, CPA
A Professional Accounting Corporation
2011 Rue Simone
Hammond, Louisiana 70403
985-542-4155 fax 985-542-4186

MANAGEMENT LETTER

St. Helena Parish Police Jury
Greensburg, Louisiana

Gentlemen:

In planning and performing my audit of the financial statements of the St. Helena Parish Police Jury, Greensburg, Louisiana for the year ended December 31, 2004, I considered the St. Helena's Police Jury's internal control structure to plan my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control structure.

However, during my audit, I noted certain matters, involving the internal control structure and other operational matters that are presented for your consideration. I previously reported on the St. Helena Parish Police Jury's internal control structure in my report dated June 29, 2005. This letter does not affect my report dated June 29, 2005 on the financial statements of the St. Helena Police Jury.

I will review the status of these comments during my next audit engagement. My comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control structure or results in other operating efficiencies. I will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you or your CPA in implementing the recommendations. My comments are summarized as follows:

FINDING NO. ML04-01

Adherence to Written Drug Policy

The Policy Jury is not adhering to its written drug policy.

The drug policy requires a one time testing for employees when hired, afterwards randomly select 5 employees for testing and to always test if there is an accident.

When employees were selected for random testing, it was found that anywhere from three to six employees were randomly selected for testing rather than the number required by the policy. It was also determined that tests were not done on any scheduled basis.

St. Helena Parish Police Jury
Management Letter (cont.)

It is recommended that the Police Jury review its policy for adequacy, and once adopted, adhere to the policy.

FINDING NO. ML04-02

Employee Personnel File Not Complete

The file the Police Jury maintains on its employees does not have all the required documents.

13 employee files were randomly selected. The personnel files were pulled and reviewed for:

1. Documentation of the employees approved pay rates.
2. Completed form I-9 for employees hired after November 6, 1986.
3. Completed Federal and State Income Tax Withholding forms W-4 and L-4
4. Employee application form
5. Job description
6. Signature on Ordinance No. 229.

Of the 13 files reviewed, 12 had approved pay rates, 6 had current W-4's, 6 had current L-4's, 6 had employment applications, 9 had job descriptions, and 11 had signed off on Ordinance No. 229.

It is recommended that the files be updated to include all of the above items.

FINDING NO. ML04-03

Control Over Cellular Phones Needs to be Improved

The Police Jury does not appear to be maintaining controls over personal use of cell phones.

The Police Jury has a total of 18 cellular phones of which 4 are assigned to Police Jurors.

In reviewing the cellular phone bills in 2004 the following was noted:

1. Most of the cellular phone bills did not contain a detailed call review on all phone calls.
2. Cellular phones are being used on weekends and at night.
3. There are no certifications from jurors or employees that all calls made were for business purposes.
4. Several out-of-state calls were made.

St. Helena Parish Police Jury
Management Letter (cont.)

5. One employee was found to be contacting a Police Juror
6. Some plans may be excessive in terms of minutes (ranging from 350 minutes to 2000 minutes).

Using cellular phones properly should increase the efficiency of the workers, using the phone in an improper manner will waste taxpayers money.

It is recommended:

1. A written policy should be established on use of cellular phones. Some of the items that could be included in the policy are:
 - a. Prohibit all personal use;
 - b. Limit the number of people with phones;
 - c. Establish a reasonable number of minutes for each phone, based on employee's position.
 - d. Assign someone in the office to monitor phone usage to be sure calls are within written policy.
 - e. Look at necessity of Police Jurors having phones since all activity should flow through the office.
 - f. All cellular phones should be turned into the office at the end of the day for those who are not on call.
 - g. A report should be compiled on phone usage for each employee, and Police Juror monthly showing minutes used, cost, and any unusual items on the bill. This report should be presented to the board on a monthly basis.
 - h. Cellular phone bills should reflect, in detail, all calls made and received.

FINDING NO. ML04-04

Leave Time Records Insufficient

In reviewing leave records only reports on year-to-date accruals are available. Reports on leave time accrued and used for individual pay periods could not be provided. The records available were dated for the day they were printed rather than by pay period. Paycheck stubs reported beginning, accrued, used and available leave but these amounts did not compute or carry over correctly to future pay periods.

It is recommended that reports should be available reflecting any pay period accrual, and leave amounts used by pay period rather than date report is generated. It is also recommended to correct leave data given to employee on check stub.

FINDING NO. ML04-05

Leave Time Accruals Inconsistent and Incorrect

In reviewing leave records, vacation time was being accrued inconsistently for different employees. Some employees had monthly accruals while others were receiving one accrual for the year on their anniversary date. Also, in a random sample of 4 employees 3 of the 4 had 2004 sick time beginning balances that exceeded the 2003 ending balance by 8 hours (one month's accrual).

The vacation leave policy states that vacation accrual be prorated and credited to employees on a monthly basis. This method was phased out in 2003. Upon speaking with the payroll clerk, it was determined that vacation leave should be accrued on the employee's anniversary date.

It is recommended the payroll clerk recalculate each employee leave for 2004 and document any corrections. This will help insure the proper leave is recorded for each employee.

FINDING NO. ML04-06

Engineering Services

Engineer services without license

The parish engineer's license was suspended on July 1, 2004. The parish engineer continued performing engineering services for several months after the suspension. Once the Police Jury was made aware of the suspension, the title of the engineer was changed to Public Works Director. This position was not approved in minutes. Prior to being hired, the engineer was paid travel for a trip to Washington D.C.

It is recommended the Police Jury check with legal council and grantor agencies to determine if engineering services performed for grants and other matters while the license was suspended could have any legal implications for the Police Jury. Controls should be established to insure professionals doing work for the Police Jury have a valid license. Minutes should have reflected a discussion of the creation of the new position of Public Works Director. Good business practices would require advertising for the new position, and a screening of applicants before this position was filled. A contract should have been validated before making any payments for travel.

FINDING NO. ML04-07

Need to Improve Police Jury's Gasoline/Diesel Procedures

Controls over the Police Jury's gasoline/diesel purchases need to be improved.

Good controls over the use of gasoline/diesel for Police Jury vehicles require that complete pump records be maintained and reviewed periodically. This review will ensure that only Police Jury vehicles are receiving gasoline/diesel, vehicles are properly identified, odometer readings are accurately recorded, and the amount of gasoline received by Police Jury vehicles is reasonable.

Two diesel pumps and one gasoline pump are located inside the fenced in area of the maintenance yard located in Greensburg. The pumps now have a switch on the inside of the maintenance building, which controls the pumps. The diesel fuel is used for equipment and the gasoline in case of an emergency. The Police Jury is now using fuelman cards for the purchase of the fuel for the vehicles. Reports are generated when the card is used on mileage imputed by the employee. In looking at the reports generated from fuelman, some of the miles per gallon were inaccurate since two of the trucks do not have odometers.

It is recommended on the trucks that the odometer is broke, establish a method to estimate mileage driven between fill up. This will enable and estimate be made of the miles per gallon for the trucks.

FINDING NO. ML04-08

No General Liability Insurance on Owned Property nor Umbrella Policy

The Police Jury carries general liability on its leased property, fire districts and automobiles, but no general liability on its owned property nor does it carry an umbrella policy to increase its limits of coverage.

The Police Jury should obtain proposals on general liability insurance and check the feasibility of obtaining an umbrella policy.

St. Helena Parish Police Jury
Management Letter (cont.)

FINDING NO. ML04-09

Grant Administration

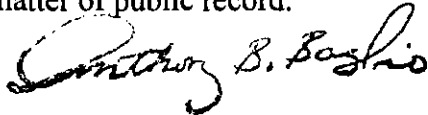
The Police Jury received a grant for \$15,000 in June of 2004, which has not been used at June 2005.

The Police Jury received a \$15,000 grant on June 4, 2004 from the State of Louisiana Department of Health and Hospital for a formalized mosquito control program. A plan has been developed, but at June 2005 funds had not been expended.

It is recommended that the grant administrator set up a time table for the use of the grant proceeds.

I would like to thank you and your staff for the helpful cooperation I received during my audit.

This report is intended for the information of management and the Louisiana Legislative Auditor. This restriction is not intended to limit the distribution of this report, which is a matter of public record.



Anthony B. Baglio, CPA
Hammond, Louisiana
June 29, 2005

ST. HELENA PARISH POLICE JURY

Greensburg, Louisiana

Corrective Action Plan For Current Year Audit Findings

For The Year Ended December 31, 2004

Ref No.	Description of Findings	Management Response
Section I-Internal Control and Compliance		
Compliance		
04-01	<p>Police Jury May Have Violated the Code of Ethics for Public Office</p> <p>The Police Jury obtained telephone quotes from two (2) lumber companies and accepted the quote of Paul Davis Lumber Company in the amount of \$15,135.08. Paul Davis Lumber Company is owned by Paul Davis, who is the brother of Police Juror Charles Davis.</p>	<p>Road Superintendent had been doing business with Paul Davis Lumber Co prior to Charles Davis becoming a Police Juror. Since the quotes were handled by the Road Superintendent and Purchasing Agent and company names are not included on requisitions, Juror Davis was unaware of the transaction. Road Superintendent and Purchasing Agent will be given a list of related parties to prevent purchasing from related parties</p>
04-02	<p>Cash Management Laws</p> <p>The Police Jury did not have sufficient pledged securities in the amount of \$75,575 to cover - collected bank balances for the month of February, 2004.</p>	<p>The insufficiency was discovered when the bank reconciliations were prepared at the end of the month and the bank was notified. Effective immediately, the Secretary-Treasurer will notify the bank when large deposits are expected.</p>
04-03	<p>Fixed Asset Records Inadequate</p> <p>The Police Jury is not maintaining a complete list of assets as required by R. S. 24:515 (B)(1).</p>	<p>Some of the items had old tags that should have been removed due to the value of the items being less than \$500 (threshold limit). Many of the items noted by the auditors did cost less than \$500 and were not supposed to be on the list. Documentation will be provided. One item noted by the auditors does not belong to the Police Jury. An inventory is performed and tag numbers will be identified on the fixed assets lists. Tags will be removed from items costing less than \$500.</p>

ST. HELENA PARISH POLICE JURY

Greensburg, Louisiana

Corrective Action Plan For Current Year Audit Findings

For The Year Ended December 31, 2004

Ref No.	Description of Findings	Management Response
04-04	<p style="text-align: center;">Sinking Fund Requirement for Fire 2 was not Made on Time</p> <p>The Sinking Fund requirement for Fire 2 requires amounts equal to the principal and interest due for the calendar year be transferred to the fund when the first ad valorem tax payment is received.</p>	<p>Secretary-Treasurer has asked Accounting Supervisor to assist in closely monitoring all sinking fund payments.</p>
04-05	<p style="text-align: center;">Police Jury May Have Violated Public Bid Law</p> <p>The Police Jury purchased two decontamination units totaling \$50,458 without bid and network software for \$14,175 without obtaining quotes.</p>	<p>All requested purchases of \$10,000 or more will be reviewed to insure that the public bid laws are being followed.</p>
04-06	<p style="text-align: center;">Possible Violation of Retirement Law</p> <p>The Police Jury is not including an employee who is working 40 hours per week in the retirement plan.</p>	<p>In our review of payroll records with the Parochial Employees Retirement System, it was determined that the employee worked 40 hours per week part of the year only and was not eligible. However, the employee has been enrolled in the retirement system, effective January 1, 2005, to avoid confusion in the future. The employee will be asked if he wishes to purchase retirement for 2004.</p>
04-07	<p style="text-align: center;">Grant Administration</p> <p>There were three (3) grant files not available during the audit, one of those grants had semi annual closeout reports filed late. The documentation for matching with volunteer hours was not adequate to determine if these are volunteer hours. On two (2) reimbursement grants, checks were written by the Police Jury but held for over three months until monies were received from the grantor. Some grant disbursements are coming from the general fund rather than the grant fund, making disbursements more difficult to follow.</p>	<p>The Police Jury has taken official action for all grants to have separate checking accounts for payments and any matching funds or loans will be transferred to the grant accounts and all invoices will be paid from the grants accounts.</p>

ST. HELENA PARISH POLICE JURY

Greensburg, Louisiana

**Corrective Action Plan For Current Year Audit Findings
For The Year Ended December 31, 2004**

Ref No.	Description of Findings	Management Response
04-08	<p>Parish Wide Capital Improvement Program Possibly Incorrect</p> <p>Not able to determine if the prioritized raking is based on parish needs.</p> <p>Internal Control</p>	<p>The Road Superintendent will retain documentation of road conditions for use in the order of roads on the priority listing.</p>
04-09	<p>Hours of Work-Office Personnel</p> <p>During the audit it was observed that office personnel are clocking out and leaving for lunch and still being paid for eight hours.</p>	<p>Office personnel were "given" the 30 minute lunch break due to the fact that on many days their breaks (lunch and the morning and afternoon "coffee" breaks) are interrupted by visitors or telephone calls. The employees are only required to clock out when going to pick up lunch or eat out to ensure that they do not go over the 30 minutes given for lunch. The matter will be reviewed with Police Jurors and appropriate action will be taken.</p>
04-10	<p>Controls Over Permits Need to be Improved Sewer and Building Permits:</p> <p>Not all sewer and building permits are accounted for.</p> <p>Logging Permits-\$600 Cash Missing</p>	<p>"Missing" permits were mis-filed, located, and shown to auditors. Ms. Wornack will keep better filing system in the future.</p> <p>Upon investigation we believe the missing funds may have been picked up by an outside party (inmates cleaning the offices or other visitor). Procedures for securing funds and establishing employee responsibility for funds have been implemented. At the end of each month the deposits will be reviewed for any missing permit numbers.</p>

ST. HELENA PARISH POLICE JURY

Greensburg, Louisiana

**Corrective Action Plan For Current Year Audit Findings
For The Year Ended December 31, 2004**

Ref No.	Description of Findings	Management Response
04-11	Controls Over Cash Disbursements Needs to be Improved A bill was paid for \$50,000 more than the invoiced amount.	We will have a second person review checks and invoices prior to releasing the checks.
04-12	Approval of Office Personnel Payroll Consistent checking and approving office personnel payroll not implemented.	Secretary-Treasurer is now checking the office personnel time sheets and the Payroll Clerk is checking the Secretary-Treasurer's time sheets
Section II-Management Letter		
ML04-01	Adherence to Written Drug Policy The Police Jury is not adhering to its written drug policy.	In February 2005 the Police Jury re-established the drug policy of the hospital randomly drawing 6 employee names once each month for testing. It did take several months for the Police Jury and hospital personnel to finalize the details and begin the process.
ML04-02	Employee Personnel File Not Complete The file the Police Jury maintains on its employees does not have all the required documents.	Files shall be updated.
ML04-03	Control Over Cellular Phones Needs to be Improved The Police Jury does not appear to be maintaining controls over personal use of cell phones.	Police Jury will be requested to appoint personnel to prepare written policy, review cell phone bills and prepare reports.

ST. HELENA PARISH POLICE JURY

Greensburg, Louisiana

Corrective Action Plan For Current Year Audit Findings

For The Year Ended December 31, 2004

Ref No.	Description of Findings	Management Response
ML04-04	Leave Time Records Insufficient In reviewing leave records only reports on year-to-date accruals are available. Reports on leave time accrued and used for individual pay periods could not be provided. The records available were dated for the day they were printed rather than by pay period. Paycheck stubs reported beginning, accrued, used and available leave but these amounts did not compute or carry over correctly to future pay periods.	Payroll personnel will work with CPA to correct leave data.
ML04-05	Leave Time Accruals Inconsistent and Incorrect In reviewing leave records, vacation time was being accrued inconsistently for different employees. Some employees had monthly accruals while others were receiving one accrual for the year on their anniversary date. Also, in a random sample of 4 employees, 3 of the 4 had 2004 sick time beginning balances that exceeded the 2003 ending balance by 8 hours (one month's accrual).	Payroll personnel and CPA will review 2004 leave and document any corrections.
ML04-06	Engineering Services Engineer services without license	Recommendations will be presented to the Police Jury for appropriate action.
ML04-07	Need to Improve Police Jury's Gasoline/Diesel Procedures Controls over the Police Jury's gasoline/diesel purchases need to be improved.	Road Superintendent advises that he will have the odometers repaired.

ST. HELENA PARISH POLICE JURY

Greensburg, Louisiana

**Corrective Action Plan For Current Year Audit Findings
For The Year Ended December 31, 2004**

Ref No.	Description of Findings	Management Response
ML04-08	No General Liability Insurance on Owned Property nor Umbrella Policy The Police Jury carries general liability on its leased property, fire districts and automobiles, but no general liability on its owned property nor does it carry an umbrella policy to increase its limits of coverage.	The Police Jury has requested quotes on general liability insurance and blanket policies. No quotes were received. The Police Jury has requested quotes for October 2005.
ML04-09	Grant Administration The Police Jury received a grant for \$15,000 in June of 2004, which has not been used at June 2005.	Road Superintendent proceeding with implementation of mosquito control program.